

REGISTRATION INSTRUCTIONS 2021-2022

1. Visit our website at www.stfranciswolves.com.
2. Select the “**Admissions**” tab in the blue toolbar at the top of the page.
3. From the drop down menu, select “**Registration Documents.**”
4. Choose the packet of documents that applies to you:
 - **New Family Registration Documents**
 - **Existing Family Registration Documents**
5. **Follow the instructions** on the first page for downloading, completing, and saving the forms to your computer. Use the latest version of Adobe Reader to complete the fillable PDF forms. <http://get.adobe.com/reader>
6. Where a signature is required on a form, you will need to **create a “Digital ID”** using the steps below:
 - a. Click in the **signature field** on the form next to the red arrow.
 - b. From the pop up menu, choose “**Configure Digital ID.**”
 - c. Choose “**Create a new Digital ID**” and click “**Continue.**”
 - d. Choose “**Save to File**” and click “**Continue.**”
 - e. Complete the “**Name**” field and “**Email Address**” field and then click “**Continue.**”
 - f. Enter a **password** and then **confirm your password**. Then, click “**Continue.**”
 - g. Enter your **password** and click “**Sign.**”
 - h. The “**Save As**” box will appear. **Choose** where to save your signed documents in your files, then click “**Save.**” Each time you digitally sign your document, you will be prompted to save your document. Choose “**Save**” and “**Replace the previous existing file**” each time you sign a document.
 - i. Once you have completed & signed each document where required, **email** the file to admissions@stfranciswolves.com.
7. Both New and Existing Families must complete the **Church Subsidy Form**. Church subsidy forms are due by **June 1st**.
 - If you intend to pay your child’s subsidy fee, please complete the form, then email it to admissions@stfranciswolves.com.
 - If your local church parish pays your child’s subsidy fee, please bring the completed form to your church parish office.
8. Upon completing the Registration Documents in full, please **email it** to admissions@stfranciswolves.com.
9. Complete the **Registration Payment** using the Registration Payment instructions.

REGISTRATION PAYMENT INSTRUCTIONS

1. **Current Families:**
 - a. Go to **Fast Direct** and Log In.
 - b. Click the **Finance** button on the top toolbar.
 - c. Select “**Your Wallet**” from the left toolbar.
 - d. Enter your **payment account information**.
 - e. Select “**Make a Payment**” from the left toolbar.
 - f. On the line “**Registration 21-22**”, **enter your payment amount** in the blank provided, then click “**Calculate Fees and Total.**”
2. **New Families:**
 - a. Once you have completed and emailed your Registration documents to admissions@stfranciswolves.com, you will receive a **return email** with an **Activation Code** for Fast Direct (our school’s communication system).
 - b. Once you receive your Activation Code, visit our website at www.stfranciswolves.com and select **Fast Direct** under the school’s emblem on the left toolbar.
 - c. Select “**Parent Activation**” from the left toolbar, then enter the requested information.
 - d. You will receive an email from Fast Direct with your log in information within 24 hours. Once you receive your log in info, then you must log into Fast Direct to **complete your Registration payment**.
 - e. Go to www.stfranciswolves.com and select “**Fast Direct**” from the left toolbar.
 - f. **Log into Fast Direct** using your new credentials indicated in the email.
 - g. Click the “**Finance**” button on the top toolbar.
 - h. Select “**Your Wallet**” from the left toolbar.
 - i. Enter your **payment account information**.
 - j. Select “**Make a Payment**” from the left toolbar.
 - k. On the line “**Registration 21-22**”, **enter your payment amount** in the blank provided, then click “**Calculate Fees and Total.**”

****Your Registration for the 2021-2022 school year is not complete until all forms are complete, emailed and registration fees are paid in full.**

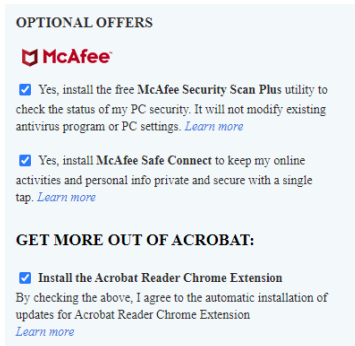
St. Francis School

Instructions for completing and submitting a Fillable PDF form

Please review the following instructions for successfully completing a fillable PDF form:

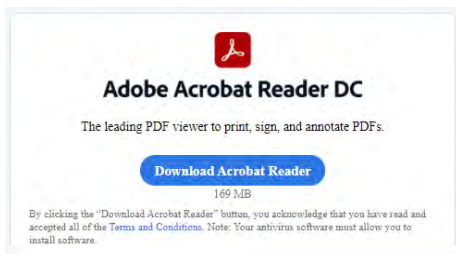
- Use **only the latest version of Adobe Reader** to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.

- Uncheck all three of these boxes:



-

- Select top right option:



-

- Click on Link on the Web Site to open the PDF. Click on the Down Arrow at the top right of the screen to download and **save** the form to a location on your computer. (Example: Desktop or Documents).
- Once you have saved the form to your computer, you are ready to complete the form.
- **Open** the fillable form.
- After you have completed the form, **SAVE** a final version of the file to your computer.
- Open and create a new email.
- **Attach the Saved, filled out form, to the email** Send to admissions@stfranciswolves.com
- In the Subject Line, put your Family Name and Registration Packet (Ex: Name Registration Packet)
- **Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.**



REGISTRATION INFORMATION



Registration for In-House Students
February 1st through February 12th
Late registration begins February 15th

New Student Registration
Begins February 17th
Late registration starts March 4th

Students are not deemed registered until all forms are properly filled out & necessary fees applied.

PRESENTLY REGISTERED FAMILIES ARE TO RETURN THE FOLLOWING FORMS:

(If you have a sibling entering Pre-Kindergarten or other grade, please check the bottom section for other necessary forms needed. Contact the office for these forms.)

- Registration Card
- School Policy/Tuition Agreement –**Note Tuition Deadlines**
- Signed Church Subsidy Form with Guidelines- **Note Due Deadline**
- Bank Draft Authorization Completed through FastDirect - **Note Draft Draw Date**
- Food Allergy Alert/Student Emergency Data-- Authorization for Student Pick Up

The following items from previous registrations are kept on file. If needing to update, please contact the office.

- Student Information Sheet
- Grandparents Information Sheet
- Immunization Records – Please be sure to check the required due dates for necessary immunizations. If you do not wish to have your child/children vaccinated, a Dissent Form will be needed. Contact the office.

(If you have a student in the sixth grade, he/she will need to have additional shots.)

NEW STUDENTS WILL NEED TO RETURN THE FOLLOWING FORMS:

- Registration Card
- School Policy/Tuition Agreement- **Note Tuition Deadlines**
- Signed Church Subsidy Form with Guidelines- **Note Due Deadline**
- Bank Draft Authorization Completed through FastDirect- **Note Draft Draw Date**
- Copy of Updated Immunization Records
- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of Baptismal Certificate
- Food Allergy Alert/Student Emergency Data-- Authorization for Student Pick Up
- Student Information Sheet
- Grandparents Information Sheet
- Permission to Display Photographs
- Internet Acceptable Usage Policy



St. Francis School
490 St. Joseph Avenue | Iota, LA 70543 | (337) 779-2527

The mission of St. Francis School is to provide an environment of academic excellence and a lived Catholic Faith that challenges each student to achieve his or her greatest potential with the support of family and community.

SCHOOL POLICY

St. Francis School strives to uphold our Catholic Christian values and provide each student with the best education possible. Our curriculum is aimed at developing the potential of all our children. The focus of our program at St. Francis is the development of a harmonious blending of our students' spiritual, oral, intellectual, emotional, and physical strengths. The Code of Conduct is designed to ensure students work to their academic potential in an environment of honesty and integrity.

ENROLLMENT CONTRACT

PARENTS' LAST NAME _____

Father's Name _____ **Mother's Name** _____

Student(s)	Entering Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby agree to timely pay in full all applicable tuition and fees outlined in the ancillary forms/payment scheduled. I further acknowledge and agree that I/we shall not be entitled to a refund, reimbursement, cancellation or waiver of any tuition or fees due for payment for any reason and that I will owe late charges on any unpaid balance after due.

I hereby agree to accept and abide by all the rules, regulations, requirements and policies of the school, the financial forms/payment schedules and applicable handbooks (inclusive of any changes in the handbook as may be adopted or otherwise promulgated by school administration during the applicable year), all of which are incorporated into and made a part of this contract by reference.

I acknowledge and agree that:

- (a) All grade reports and academic transcripts are the property of St. Francis School and that academic transcripts will not be released until the subject account is paid in full;
- (b) In the case of any delinquent account, the school has the right and authority to disallow the student from taking final semester exams and participating in extracurricular activities, including athletics, until the account is paid in full; and
- (c) In the case of any account that is more than 90 days delinquent, the school has the right and authority to immediately cancel the student's enrollment

I acknowledge and agree that St. Francis School reserves the right to pursue collection of any unpaid tuition/fees and in the event that said debt is turned over to legal counsel for collection, I am liable to St. Francis School for any and all costs and expenses associated with collection, including reasonable attorney fees and expenses incurred, court costs and legal interest.

I acknowledge and agree that my child(ren) is/are obligated to comply with the rules and policies of the school as set forth in orally and/or in the student handbook, or as may be adopted or otherwise promulgated by school administration during the applicable year. It is understood and agreed that St. Francis School reserves the right to remove a student at any time if, in the judgment of the administration, any parent/or guardian violates the Parent/Student Handbook and/or the student fails to meet the academic standards or requirements of the school as set forth in the Parent/Student Handbook or if the student/s conduct or influence, on or off the campus, is not in keeping with the standards/expectations of St. Francis School as reflected by its teachings, policies and rules. In the case of school removal, I understand and agree that there will be no refund or cancellation of tuition and fees incurred and owed at the time of removal.

I acknowledge and agree that in the event that my child(ren) is/are withdrawn or dismissed from St. Francis School, I will remain obligated to pay in full all tuition and fees due through the month of the withdrawal/dismissal.

I further agree that unless I advise to the contrary, I hereby authorize the above named student(s) to participate in any athletic and extracurricular activities and in all school sponsored or sanctioned field trips. I also agree to provide medical insurance coverage for any child in the event he/she sustains injuries or illness while on campus or during school sponsored event.

I acknowledge and agree that this document is a bilateral enrollment contract which is governed by and shall be interpreted in accordance with the obligation laws of the State of Louisiana and the venue and jurisdiction of all disputes concerning the rights or obligations of the parties created hereunder shall be in Acadia Parish. I further agree that in the event I have reason to believe that St. Francis School is in violation or breach of any legal and/or contractual obligation(s) to me and/or to any student who is the subject of this contract, I shall immediately alert and notify the principal in writing of said alleged violation or breach and provide St. Francis School with the full details of same and a reasonable amount of time, under the circumstances, to respond and/or remedy said alleged violation or breach. I further agree that my exclusive civil remedy for any alleged violation or breach of contract by St. Francis School shall be strictly limited to injunctive relief and/or specific performance and that I am not entitled to a refund or cancellation of any tuition and/or fees paid or owed, nullification or voiding of this contract, or monetary damages for any alleged or actual breach of contract on the part of St. Francis School, its employees, agents, volunteers or associated parties. I further waive any and all claims to recover monetary damages for breach of contract against St. Francis School and agree that St. Francis School shall not under any circumstances be obligated to pay monetary damages or issue a refund and/or cancellation of any tuition and/or fees as the result of or in connection with any alleged or actual contractual violation or breach on the part of St. Francis School.

I agree that this written and signed document contains the totality of the contractual enrollment between myself and St. Francis School. I further agree that in the event that any term, provision or clause in this contract is held to be void, null or otherwise unenforceable by a court of proper venue and competent jurisdiction, the validity and enforceability of the remaining terms, provisions and clauses shall not be affected thereby, and each term, provision and clause of this contract shall be valid and enforceable to the fullest extent permitted by law.

TUITION PAYMENT PLAN OPTIONS

(If special arrangements are to be made, parents will meet with the principal for further discussion)

_____ I/We will prepay all fees (tuition, fees, etc.) by June 1st to receive the three (3%) discount on tuition rates only.

_____ I/We choose to pay all fees as outlined on the fee and tuition chart beginning June 7th, divided into twelve equal payments with automatic bank draft authorization.
(Bank draft authorization filled out on line through FastDirect).

_____ I/We choose to pay all fees as outlined on the fee and tuition chart beginning June 7th, divided into twelve equal payments with automatic credit card draft authorization. (Credit card authorization filled out on line through FastDirect).

I understand that payments are drafted by the **seventh (7th) of each month**. If there are any direct tuition payments, as well as any other tuition and/or fees returned marked "Insufficient Funds", a \$25.00 assessment fee will be charged to my account.

I further understand that if there is any Non-Payment of monthly tuition fees when due will result in a ten per cent (10%) charge added to the next month's tuition. Should my account result in two (2) months of non-payment, after a meeting with the principal/priest, there is a possibility that my child/children may be asked to withdraw from St. Francis.

I further understand that all fees must be paid in full by May 7th before final grades are issued. If at the end of the school year, tuition and/or fees are delinquent, an "I" (incomplete) will be placed on the student/s' final report card. (Diocesan Policy 5009).

* See additional information pertaining to tuition/fees, etc. payments as set forth by the Diocese of Lafayette and the St. Francis Advisory Council in the updated Parent/Student Handbook, or view this information on the website (stfranciswolves.com)

Date

Signature of Parent (Guardian)

Date

Signature of Parent (Guardian)

ST. FRANCIS SCHOOL - School Year 2021 – 2022

The mission of St. Francis School is to provide an environment of academic excellence and a lived Catholic faith that challenges each student to achieve his or her greatest potential with the support of family and community.

REGISTRATION FORM:

Family's Last Name: _____ **Home Phone Number:** _____

Student(s) Live at: _____
Mailing Address, along with physical address if different from mailing----- (City) (Zip Code)

**Primary number to be reached during school day: _____

If Available: Mother's Cell Phone _____ Service Provider _____

Father's Cell Phone _____ Service Provider _____

Father's Full Name: First _____ Middle _____ Last _____

Occupation _____ Company Phone _____

Father's E-Mail Address: _____ (for Fastdir communication)

Mother's Full Name: First _____ Middle _____ Last _____

Maiden Name _____ Occupation _____ Company Phone _____

Mother's E-Mail Address: _____ (for Fastdir communication)

Are parents separated? No Yes. If yes, with whom does student live? _____. Please list name of other parent and their mailing address if separated/divorced. _____

Church Information: Family Religion _____

Name of Church in which you are a member _____ Church Location _____

--Person to Contact if unsuccessful with above listed phone numbers:

Name _____ **Relationship** _____ **Phone** _____

ADDITIONAL INFORMATION ON STUDENT (S) ENROLLING:

<u>Students' Full Names (First-Middle-Last)</u>	<u>Date of Birth</u>	<u>Grade Entering</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Method of Transportation to School:

Bus # _____ Car Rider _____ Car Pool _____
(Bus No.) (With Whom) (From What Area)

The registration of a student is deemed equivalent to a statement on his part and on the part of his parents' or guardians' willingness to comply with all regulations of the school.

Parent or Guardian

.....
FOR OFFICE USE ONLY: Registration Fee _____ Date Paid _____ Check No. _____ Cash _____



St. Francis School

490 St. Joseph Avenue | Iota, LA 70543 | (337) 779-2527

SCHOOL YEAR _____

Parent's Name: _____ Parent's Cell Number (hers) _____
Cell Number (his) _____

Student/Students Name _____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

Food Allergy Alert/ Student Emergency Data

SHOULD SCHOOL NOT BE ABLE TO CONTACT PARENT(S) AT THE ABOVE LISTED NUMBERS IF THE CHILD IS ILL, PLEASE LIST PERSONS WHO MAY BE CALLED.

Friend or Relative _____ Phone _____
_____ Phone _____
_____ Phone _____
_____ Phone _____

ALLERGY ALERT:

_____ is allergic to the following: _____

If student is affected by above named allergy/allergies, please take the following precautions.

Although the above recommendation of the parent will be respected as far as possible, I understand that in the final disposition of an emergency case, the judgment of the school authorities will prevail.

Anytime the above information must be changed, I will notify the Principal in writing. This emergency sheet will remain in the child's folder during the duration of his/her enrollment at this school.

Signature of Parent or Guardian

Authorization for Pick-up of Students

I authorize St. Francis School to release my child/children for dismissal with the following persons, unless riding the school bus:

List all those who might pick up your child.

_____ Relationship _____
_____ Relationship _____
_____ Relationship _____

I understand that the school will not allow my child to leave with any person not listed above. If it is necessary for another person to pick up my child, I will notify the office or send written permission giving that person's name and my signature.

Signature of Parent or Guardian

**LOUISIANA IMMUNIZATION REQUIREMENTS FOR STUDENTS IN ACCORDANCE TO R.S.
17:170
STUDENT IMMUNIZATIONS – SCOPE OF REQUIREMENTS**

Middle School Requirement:

Beginning with the 2009-2010 school year and continuing thereafter, a student shall provide satisfactory evidence of current immunizations against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years or who is entering grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccines as a condition of entry into that grade.

At the time of registration, students must show proof of immunization of the following vaccines: Tetanus Diphtheria Acellular Pertussis vaccine (Tdap); two (2) doses of Varicella vaccine; two (2) Measles, Mumps, Rubella (MMR) vaccines; three (3) Hepatitis B (HBV) vaccines; and one (1) Meningococcal Vaccine (MCV4).

Kindergarten / First Time Enterers:

Beginning in school year 2009-2010, two (2) doses of Varicella vaccine shall be required in Louisiana schools for entry into kindergarten or first time enterers into school. In addition, prior to school entry, these students must have documented proof of immunizations for: two (2) doses of Measles, Mumps, Rubella (MMR) vaccine; three (3) doses of Hepatitis B (HBV) vaccine; and booster doses of Diphtheria Tetanus Acellular Pertussis (DTaP) and Poliovirus (Polio) vaccines administered on or after their 4th birthday *and* prior to school entry. If a student is not complete (up-to-date for age), he/she must present a record indicating the student is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

Pre-Kindergarten / Daycare / HeadStart:

Beginning school year 2009-2010, two (2) doses of Varicella vaccine will be required in Louisiana schools for entry into Pre-K, Kindergarten, Daycare, and HeadStart programs for children aged 4 years and older. If a second dose of Varicella vaccine has been received at least 30 days after the first dose, no additional doses are required. This is in addition to the regular age appropriate vaccines required depending on the child's age. Prior to entry, these students must have documented proof of immunizations for: two (2) doses of Measles-Mumps-Rubella vaccine; three (3) doses of Hepatitis B vaccine; and booster doses of DTaP and Polio vaccines administered on or after their 4th birthday and prior to school entry.

All children aged less than 4 years of age enrolled in Pre-K, Daycare, HeadStart, etc should be vaccinated against and must show proof of immunizations for: Diphtheria Tetanus Acellular Pertussis vaccine (DTaP); Inactivated Poliovirus vaccine (IPV); Haemophilus Influenza Type B vaccine (Hib); Hepatitis B vaccine (HBV); Pneumococcal Conjugate Vaccine (PCV – for children less than 24 months of age) If a child is less than 24 months of age and has received 4 doses of PCV-7 he/she is to get a single dose of PCV-13 for Daycare and Head Start; and one (1) dose of Varicella vaccine. If the child is not complete or up-to-date for age, he/she must present a record indicating that the child is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

**St. Joseph Catholic Church/St. Michael Mission
School Subsidy Policy- Owner Parish of St. Francis School**

Subsidy is defined as the parish's contribution to the school for the student's education, based on active involvement on the family's part and contribution to the parish.

Qualification for church subsidy will be determined by the pastor of St. Joseph Church, based on the following policy and criteria:

Families of the owner parish may be eligible for per student subsidy support. Parents from the owner parish of St. Joseph Church in Iota, and its mission of St. Michael in Egan, who either reside within the canonical boundaries of the parish, or are registered on the census, must be active and supporting members of the Church Parish in order to qualify for owner parish subsidy. Support means:

1. Church envelope support from the previous academic year, and/or
Cancelled checks showing contributions from the previous academic year,
2. Service in a ministry to the church, including, but not limited to:
 - a. Ministry as reader or extraordinary minister of the Eucharist
 - b. Lector
 - c. Music ministry
 - d. CCD/education ministry
 - e. St. Martha's Guild.
 - f. Altar Servers
 - g. Other (Need to specify)

NOTE: The annual collective contribution is expected to of a value greater than the subsidy itself.

Families who qualify for subsidy must have the student(s) living within their home, and the adult(s) must be the legal guardian of the student(s) at St. Francis. Grandparent, or other familial support, is not taken into consideration for qualification for parish subsidy.

DEADLINE: Subsidy forms must be received at the parish office no later than the first day of school of the academic year for which a family is requesting subsidy.

**ST. FRANCIS SCHOOL CHURCH SUBSIDY
2021-22 SCHOOL YEAR**

Family's Last Name _____ **No. of children enrolled** _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Father's Name _____ Mother's Name _____

Mailing Address _____

Member of _____ Church----- City _____

(If the Parish you have claimed above fails to agree to financially subsidize the school for your children, this fee will be assessed to your account at the beginning of the school year.

DEADLINE TO SUBMIT COMPLETED AND SIGNED SUBSIDY FORM IS JUNE 1ST.

Please check off the qualify ministry in which you or your child participates:

(St. Joseph, Iota/St. Michael, Egan Church Parishes)

_____ a. Ministry as reader or extraordinary minister of the Eucharist

_____ b. Church Clean-up Committee

_____ c. Music ministry

_____ d. CCD/education ministry

_____ e. St. Martha's Guild

_____ f. Altar Server

_____ g. Other (Please specify) _____

The above named family is an active member of _____ Church Parish

The church

_____ will _____ will not

take the responsibility of paying the out of church parish subsidy owed for the school year.

Pastor

(Seal)

Date

SUBSIDY PAID BY FAMILY:

We, the above named family, will pay the out of church parish subsidy as outlined in the registration brochure.

_____ with our monthly tuition payments

_____ in advance at time of registration

Parent

Date