



PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

April 13, 2023

Dear Parents,

St. Patrick Catholic School has officially opened enrollment for returning families in the 2023-2024 school year. We are using continuous enrollment which has two components: 1) signing a registration contract and terms of service your first year, and 2) annual enrollment into tuition management, which is online with SchoolAdmin. At this time, please complete the annual enrollment in tuition management for *each* of your returning students by **May 1**. You will need to toggle between your billing and student tabs to complete the process for *each* student. **Please note that the billing due date for ALL accounts will be reset to the 20th once this school year is over.** If you need a due date that is different from the 20th, please contact the school office. **Instructions and links to complete this are found at the bottom of the email sent on March 21.** Preschool students and students new to kindergarten may notice the grade is incorrect for their child, in which case some manual entry by the office will need to take place to enroll them in the correct grade or select the correct number of days for preschool. Please contact Mrs. Kinsman if your student is not in the intended grade for the upcoming year. Also, please keep in mind that if you have any changes to your phone numbers, address, emergency contacts, or any other contact information at any time during the school year, please email/contact the school office so we can make the necessary changes.

If you are anticipating receiving financial aid, please sign your tuition agreement in SchoolAdmin before May 1. Financial aid award letters are expected to be sent out in May. Your account will be adjusted accordingly once the information becomes available.

The \$50 per pupil non-refundable registration fee, \$100 technology fee, and \$38 SchoolAdmin payment plan fee (for anyone not paying in full) will be due at the time you enroll into tuition management. The registration fee helps defer the administrative cost related to the continuous enrollment of each student in addition to the cost of Infinite Campus, our student management system. Each year, staff has to update each student's information in various systems for tuition, classes, etc. The technology fee of \$100 per family assists with technology-related expenses, such as IT services and our 1:1 Chromebook program for all students in grades KG-12.

We want to make sure you are aware that the *total* cost to educate a student at St. Patrick School is NOT the billed tuition amount. The *total* cost to educate students in grades KG-8 is \$5,910 and a student in grades 9-12 is \$8,170 for the 2023-24 school year. The table below shows the amount that will be charged per student (again, you are **not** charged the *total* cost). We are appreciative of St. Patrick Parish, who provides the school with support from the offertory, the School Board Finance

Subcommittee, the Parish Finance Council, our Advancement and Development team, the Father Flohe Foundation, the Former Pastor Shamrock Endowment Fund, and the Diocese of Grand Rapids for their annual support of our parish school. Through the collaborative efforts of these groups, our parish and school administration are working hard to ensure our school is run efficiently and our programs are adequately funded. St. Patrick School will continue to do all that we can to keep tuition costs stable.

We are mindful of the immense financial sacrifices required to provide your child(ren) with a faith-based education and we are grateful for your commitment to St. Patrick School. This year's tuition rates allow us to maintain and improve the quality of all our course offerings and programs. It also allows us to give our school staff a salary increase as a token of our appreciation for their dedication to your children.

The 2023-2024 tuition rates for students attending St. Patrick School are as follows:

Grade	1st Child	2nd Child	3rd Child	4th Child
9-12	\$5,750	\$4,770	\$3,950	\$3,050
KG-8	\$5,030	\$4,150	\$3,235	\$2,150
Preschool 5-day \$2,765	Preschool 3-day \$1,895		Preschool 2-day \$1,390	
The before and after school childcare program is available for students in grades KG-5. Please inquire with the office for rates.				
The daycare operates in conjunction with the preschool for 3 and 4 year old children. Enrollment preference is given to students enrolled in SPS preschool. Please inquire with the office or daycare for rates.				

- Any children in the same family (grades KG-12), enrolled at the same time, past the 4th child will attend St. Patrick School at no charge except the \$50 per pupil non-refundable enrollment fee.
- Each preschool student will be charged the same per-child rate.

Please note that if you are **not** enrolling your child(ren) at St. Patrick School for the upcoming school year, your family will need to complete the Intent to Withdraw form which can be found in your SchoolAdmin account. If you fail to notify the school about unenrolling a child by June 1, 2023, your SchoolAdmin billing account may be billed for the upcoming school year.

Thank you for your commitment to St. Patrick Catholic School. Please feel free to contact us by email at randyhodge@portlandstpats.org or cortneysmith@portlandstpats.org, or by calling the school office at (517) 647-7551 if you have any questions or concerns.

Sincerely,

Randy Hodge
High School Principal

Sincerely,

Cortney Smith
PS-8 School Principal