

Our Saviour Grade School

*455 East State
Jacksonville, IL 62650
217-243-8621*

March 1, 2018

Dear Parents,

We are excited to open registration for our Preschool! Online registration will be available from Tuesday, March 20th through Wednesday, April 18th. Beginning March 20th, **please access the registration system by going to our website: www.oursaviourshamrocks.com** and clicking on the 'FACTS Management' link (*under 'Important Links' – scroll down to the bottom.*)

You can register your students online anytime between March 20th and April 18th.

In order to adequately plan for teachers and materials, we need to know enrollment totals for next school year. *The rates are listed on the enclosed schedule.*

****After April 18th, the tuition rates listed on the enclosed schedule will increase by \$150.00 per student. There will be no exception to this rate increase; please complete the online registration process by the April 18th deadline to take advantage of this discount.**

For parents who do not have internet access, please call our Accounting Office at 217-245-6184. We will set up an appointment for you to come in and utilize our secure system to register your students.

Please find enclosed the 2018-19 Tuition & Fee schedule, along with details on payment options for the new school year. If you have any questions regarding our online registration system, please call our Accounting Office at 245-6184. Thank you.

Sincerely,

Stevie VanDeVelde
Principal

OUR SAVIOUR PRESCHOOL 2018-2019 TUITION & FEES

~~~~~

## 1.) TUITION: *(for students registered by April 18<sup>th</sup>, 2018)*

**3 Year Old** (Half Day – M/T/W/R/F):           **\$1,725** each student

**3 Year Old** (Full Day – M/W/F):               **\$2,000** each student

**3 Year Old** (Full Day – M/T/W/R/F):           **\$3,160** each student

**4 Year Old** (Half Day – M/T/W/R/F):           **\$1,725** each student

**4 Year Old** (Full Day – M/T/W/R/F):           **\$3,160** each student

\*\*Families with a child in preschool will not receive the tuition discount on the 3<sup>rd</sup>/4<sup>th</sup> children for the 2018-19 preschool year if the preschool student is in half day M/T/W/R/F or full day M/W/F.\*\*

## 2.) FEES:

The following fees are non-refundable:

\*Textbook Fee:                               **this \$350 fee for full day / \$175 fee for half day or M/W/F is included in the tuition charges listed above**

\*Snack Fee:                                   **\$50 fee in addition to the tuition charges**

\*Technology Fee:                           **\$30 fee in addition to the tuition charges**

\* F.A.C.T.S. Fee:                           **\$43.00 - MONTHLY payment plan (One time fee)**  
**\$10.00 - SEMI-ANNUAL payment plan (One time fee)**  
**FREE – ANNUAL payment plan**

### To register your student(s) for the 2018-19 School Year:

1) Go to [www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com) anytime March 20<sup>th</sup> through April 18<sup>th</sup>

2) Click on the 'FACTS Management' link (*under 'Important Links' at bottom*)

**\*Current OSS families: use your login and password from prior year**

\*Please Note: All families need to complete this process to register their students for 2018-2019. The online registration process you completed last spring was for the 2017-2018 school year only.

3) If you do not have internet access, please call our Accounting Office at 217-245-6184. We will set up an appointment for you to come in and utilize our secure system to register your students.

**\*We are offering a tuition discount of \$150.00 per student to all families who register by the April 18<sup>th</sup> deadline.** After this date, the tuition rates listed above will increase by \$150.00 per student.

**The following policies will be in effect for the 2018-2019 school year:**

1.) School policy regarding the refund of tuition/fees if a student is withdrawn from Our Saviour Grade School:

A.) Any refund of tuition will be prorated on a *daily basis*.

B.) All FACTS fees are non-refundable.

C.) The \$350.00 per full day student / the \$175.00 per half day or M/W/F preschool student Textbook Fee is non-refundable after the July payment. (If a student is withdrawn before the July payment -- the fee will be refunded in full.)

***\*If a student is withdrawn after the July payment: the \$350 per full day student / the \$175.00 per half day or M/W/F preschool student Textbook Fee is non-refundable.\****

2.) School policy regarding Tuition Contract & Responsible Party:

We, at Our Saviour Grade School, understand that families dealing with divorce or separation may face certain difficulties. All efforts are made to assist these families with the registration process whenever possible. However, with the numerous problems that can arise in divorce cases, the school cannot act as arbitrator to resolve financial arrangements between divorced or separated parents.

*A student's tuition cannot be split onto two separate agreements. The full tuition amount will appear on one agreement, and the person who signs that contract will be considered the responsible party.*

3.) School policy regarding Tuition Assistance:

For the 2018-19 School Year, preschool students enrolled in the full day, 5 days a week program **will** be eligible for tuition assistance. Those preschool students enrolled in the half day, 5 days a week or full day, M/W/F programs will **not** be eligible for tuition assistance.

4.) School policy regarding Service Hours:

Effective starting October 2016, those service hours not completed for the school year recently ended will be paid through FACTS in the month of July. For each hour not fulfilled, we will draft \$10 per hour using the FACTS account.

**The following payment options are available for the 2018-2019 school year:**

**1.) OPTION 1**

- A) All OPTION 1 accounts will be processed through FACTS, via one **annual** automatic withdrawal from a parent's checking or savings account.
- B) The automatic withdrawal will be made by FACTS on **July 5th for the total balance due**.
- C) There will be no *processing* fee assessed on OPTION 1 accounts.

**2.) OPTION 2**

- A) All OPTION 2 accounts will be processed through FACTS, via **semi-annual** automatic withdrawals from a parent's checking or savings account.
- B) One automatic withdrawal will be made by FACTS in **July** (5<sup>th</sup> or 20<sup>th</sup> - parent's choice) **for ½ of the total balance due**, and the second withdrawal will be made in **December**.
- C) A \$10.00 processing fee will be assessed by FACTS on all OPTION 2 accounts.

**3.) OPTION 3**

- A) All OPTION 3 accounts will be processed through FACTS, via **monthly** automatic withdrawals from a parent's checking or savings account.
- B) These monthly automatic withdrawals will be budgeted over **eleven** months, beginning in July 2018 and ending in May 2019. (Payments can be made on the 5<sup>th</sup> or the 20<sup>th</sup> of each month - parent's choice).
- C) A \$43.00 processing fee will be assessed by FACTS on all OPTION 3 accounts.

# OUR SAVIOUR PRESCHOOL

## 2018-2019 TUITION & FEE SCHEDULE

---

### 1.) **TUITION:** *Increased rates after April 18, 2018*

**3 Year Old** (Half Day – M/T/W/R/F):           **\$1,875** each student

**3 Year Old** (Full Day – M/W/F):               **\$2,150** each student

**3 Year Old** (Full Day – M/T/W/R/F):       **\$3,310** each student

**4 Year Old** (Half Day – M/T/W/R/F):       **\$1,875** each student

**4 Year Old** (Full Day – M/T/W/R/F):       **\$3,310** each student

**\*\*Families with a child in preschool will not receive the tuition discount on the 3<sup>rd</sup>/4<sup>th</sup> children for the 2018-19 preschool year if the preschool student is in half day M/T/W/R/F or full day M/W/F.\*\***

### 2.) **FEES:**

The following fees are non-refundable:

\*Textbook Fee:                           **this \$350 fee for full day / \$175 fee for half day or M/W/F is included in the tuition charges listed above**

\*Snack Fee:                               **\$50 fee in addition to the tuition charges**

\*Technology Fee:                       **\$30 fee in addition to the tuition charges**

\* F.A.C.T.S. Fee:                       **\$43.00 - MONTHLY payment plan (One time fee)**  
**\$10.00 - SEMI-ANNUAL payment plan (One time fee)**  
**FREE – ANNUAL payment plan**

#### **To register your student(s) for the 2018-19 School Year:**

1) Go to [www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com)

2) Click on the 'FACTS Management' link (*under 'Important Links' at bottom*)

**\*Current OSS families: use your login and password from prior year.**

\*Please Note: All families need to complete this process to register their students for 2018-2019.

\*If you do not have internet access, please call our Accounting Office at 245-6184. We will set up an appointment for you to come in and utilize our secure system to register your students.