



## OUR SAVIOUR SCHOOL

455 EAST STATE STREET  
JACKSONVILLE, IL 62650  
(217) 243-8621 Fax (217) 245-9981  
oursaviourshamrocks.com

MRS. STEVIE VANDEVELDE, PRINCIPAL

February 15, 2022

Dear Parents,

We are excited to begin open registration for the 2022-23 school year! **Early** registration will be available from Wednesday, February 23<sup>rd</sup> through Wednesday, March 16<sup>th</sup>. Beginning February 23<sup>rd</sup>, **please access the registration system by going to our website:** [www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com) and clicking on the 'Register Now' button. Also, for NEW Pre-K – 8<sup>th</sup> grade students, the following forms (included in this packet), must be completed by **March 16<sup>th</sup>**:

- Verification of School Information
- Home Language Survey
- Transfer of Records Request (1<sup>st</sup>-8<sup>th</sup> grade only)
- Allergy List
- Catholic Faith Form (blue form)

**You can register your student(s) online anytime between February 23<sup>rd</sup> and March 16<sup>th</sup>.**

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. Please note: We are offering a tuition discount of \$150.00 per student (for the first and second students) to all families who register by the March 16th deadline. There will be no exception to this rate increase; please complete the online registration process by the March 16th 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.

**Pre-K Only:** For our Pre-K program for the 2022-23 school year, our students will be assigned a classroom teacher based on their birthdate (since we have 3 Pre-K rooms). In the event of a wait list for our Pre-K program, the following selection criteria will made during the early registration period:

1. Current OSS Pre-K – 8<sup>th</sup> grade families AND current faculty/staff families (school and parish) AND Church of Our Saviour Parishioner practicing families in FACTS registration date/time stamp order
2. All other Catholic church practicing families in FACTS registration date/time stamp order
3. All other students in FACTS registration date/time stamp order

After the early registration period, Pre-K families will be notified of admission. Selection criteria for Pre-K after the early registration period will be based on complete registration in FACTS in date/time stamp order.

Please find enclosed the 2022-23 Tuition & Fee schedule, along with details on payment options for the new school year. While tuition is an annual commitment, we offer flexible tuition payment plans of monthly, semi-annual and annual. 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 SCHOOL K-8 2022-2023 TUITION & FEES

~~~~~  
1.) **TUITION:** *(for students registered by March 16<sup>th</sup>, 2022)*

**Catholic** (K-8<sup>th</sup> grade):       **\$3,960** each student (first 2 students per family)

**Other Faiths** (K-8<sup>th</sup> grade):   **\$4,950** each student (first 2 students per family)

***(for students registered after March 16<sup>th</sup>, 2022)***

**Catholic** (K-8<sup>th</sup> grade):       **\$4,110** each student (first 2 students per family)

**Other Faiths** (K-8<sup>th</sup> grade):   **\$5,100** each student (first 2 students per family)

Families with more than 2 children in **Pre-K – 8<sup>th</sup>** will only pay **\$1,800** for the 3<sup>rd</sup> student and **\$1,100** for the 4<sup>th</sup>, 5<sup>th</sup>, etc.

2.) **FEES:**

The following fees are *non-refundable*:

\*Textbook Fee:                   **this \$400 fee is included in the tuition charges listed above**

\*Technology Fee:               **K – 4<sup>th</sup> grades \$35 fee in addition to the tuition charges  
5<sup>th</sup> – 8<sup>th</sup> grades \$75 fee in addition to the tuition charges**

\*Cleaning/Supply 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**

**\*\*Cost to educate an Our Saviour student is approximately \$5,300\*\***

**To register your student(s) for the 2022-23 School Year:**

1) Go to [www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com) *anytime February 23<sup>rd</sup> through March 16<sup>th</sup>*

2) Click on the 'Register Now' button.

***\*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 2022-2023. The online registration process you completed last spring was for the 2021-2022 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.

# OUR SAVIOUR PRE-K 2022-2023 TUITION & FEES

~~~~~

## 1.) TUITION: *(for students registered **by** March 16<sup>th</sup>, 2022)*

**3 Year Old** (Full Day – M/T/W/R/F): **\$3,960** each student

**4 Year Old** (Full Day – M/T/W/R/F): **\$3,960** each student

### *(for students registered **after** March 16<sup>th</sup>, 2022)*

**3 Year Old** (Full Day – M/T/W/R/F): **\$4,110** each student

**4 Year Old** (Full Day – M/T/W/R/F): **\$4,110** each student

Families with more than 2 children in **Pre-K – 8<sup>th</sup>** will only pay **\$1,800** for the 3<sup>rd</sup> student and **\$1,100** for the 4<sup>th</sup>, 5<sup>th</sup>, etc.

## 2.) FEES:

The following fees are *non-refundable*:

\*Textbook Fee: **this \$400 fee for full day is included in the tuition charges listed above**

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

\*Technology Fee: **\$35 fee in addition to the tuition charges**

\*Cleaning/Supply 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 2022-23 School Year:

1) Go to [www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com) *anytime February 23<sup>rd</sup> through March 16<sup>th</sup>*

2) Click on the 'Register Now' button.

*\*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 2022-2023. The online registration process you completed last spring was for the 2021-2022 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.

**The following policies will be in effect for the 2022-2023 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 determined by the principal and pastor. While FACTS allows for a semi-annual and monthly withdrawal, the tuition commitment is for a full year.

B.) All FACTS fees are non-refundable.

C.) The \$400.00 per 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.

3.) School policy regarding Tuition Assistance:

For the 2022-23 School Year, Kindergarten through 8<sup>th</sup> grade students **will** be eligible for tuition assistance unless the service hour requirement was not fulfilled from the prior year or if the attendance/tardy policy was not met. See school handbook for specific policies. Note – For the 2022-23 enrollment – we will **not** look at fulfillment of the attendance/tardy policy during the 2021-22 school year due to the COVID-19 pandemic. Pre-K students **will not** be eligible for tuition assistance.

4.) School policy regarding Service Hours:

Service hours not completed for the school year recently ended will be paid through FACTS in the month of June. For each hour not fulfilled, we will draft \$10 per hour using the FACTS account.

5.) School policy regarding Hot Lunch Fees and After School Fees:

Outstanding hot lunch and after school balances will be cleared through FACTS in the month of June.

6.) Tuition Commitment:

As you enroll your student in the FACTS system, you are committing to paying the **full** annual tuition. You may choose the frequency of those payments as monthly, semi-annual or annual. The principal and pastor will determine any refund of tuition, should a unique situation arise, such as job relocation.

**Please Note - for families with students entering Kindergarten in Fall 2022:**

Kindergarten Readiness Screenings will be held Wednesday, March 30th. **\*\*Please complete the online registration process for all your students, including kindergarteners, by the March 16<sup>th</sup> deadline.**

Please call the school office at 243-8621 to schedule your child's screening. **\*\*Those students currently enrolled in Our Saviour Pre-K will be screened by the Pre-K teacher and will not need to sign up for a screening.\*\***

**The following payment options are available for the 2022-2023 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 **twelve** months, beginning in July 2022 and ending in June 2023. (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.

## **Application for Tuition Assistance:**

### **Your registration and Tuition Assistance application are both completed through FACTS.**

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Our Saviour Grade School for the upcoming 2022-2023 school year. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by **April 1, 2022**. Applicants can apply online by clicking the 'Register Now' button at [www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com). Log into your FACTS account and you will see a link for financial aid. Once an online application has been completed, the following information will need to be uploaded to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your most recent W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF.

All supporting documentation must be uploaded in pdf format online.

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637. If you don't have internet access, please call the Accounting Office at 217-245-6184. We will set up an appointment with you to complete the online application.

**FACTS Grant & Aid takes up to two weeks to finalize an agreement with all necessary documentation. The application needs to be submitted and finalized by April 1, 2022 to be considered for financial aid.**

## **Important Information Regarding Tuition Assistance:**

- You may start the application process for Tuition Assistance **at the open of registration (February 23, 2022)**. However, your student needs to be registered online with FACTS **by April 1, 2022**. If the student is not registered in FACTS, he/she will not be considered for Tuition Assistance.
- If service hours from the previous school year are not completed, the student **will not** be considered for Tuition Assistance. See handbook for policy details.
- Any student receiving tuition assistance must have an acceptable attendance record from the prior school year in order to qualify for tuition assistance the next year. See handbook for policy details. For the 2022-23 enrollment, this requirement will be waived due to the COVID-19 pandemic.
- The fee for the online application is **\$40.00**. You will be prompted to pay at the end of the application. If you do not have internet access or need assistance with filling out the application, please call our Accounting Office to set up an appointment to complete it.
- Families with students at Routt & OSS do **not** need to fill out two applications. These families can fill out ONE application for both schools. **\*\*Please include your OSS students on your Routt application.\*\*** Search for OSS & Routt by zip code or city/state.
- Scholarship recipients will be notified via mail by May 31<sup>st</sup>.
- For practicing Catholic members, tuition assistance will be **capped at 60%** of tuition for one child: \$2,375 or \$4,750 total per family. To receive the Catholic maximum, the family must be active, practicing Catholics of the parish. (*Verification of Catholic practicing status will be made by meeting with the Pastor*).
- For other faiths, tuition assistance will be **capped at 40%** of tuition for one child: \$1,980 or \$3,960 total per family.