



## OUR SAVIOUR SCHOOL

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JACKSONVILLE, IL 62650  
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oursaviourshamrocks.com

MRS. AMY EVANS, PRINCIPAL

February 21, 2025

Dear Parents,

We are thrilled to share the many exciting happenings at Our Saviour School! This year marks our second year of the school-wide **House System**, centered around the theme “**Four Houses, One Family.**” Through this system, our students have built meaningful connections, fostered school spirit, and engaged in friendly competition. Throughout the year, we have participated in a variety of school-wide events, including fundraising for two charities, a spirited food drive, and our weekly tradition of wearing house shirts. These experiences have strengthened our sense of community and encouraged new friendships among house members.

As we enter the 4<sup>th</sup> quarter soon, we look forward to several special events, including our school play, Holy Week celebrations, the Living Stations, and the Crowning of Mary in May, led by our 3<sup>rd</sup> and 7<sup>th</sup>-grade students. It has been an incredible year, and we are committed to finishing strong as we prepare for summer break. We are grateful for your continued support and look forward to another amazing school year in 2025-2026!

We continue to work hard to maintain our high standards of excellence, while keeping tuition as affordable as possible. The cost to educate each student for the 2025-2026 school year is projected to be \$6,744. Over half of this going directly to teacher salaries, which are an important and vital part of Our Saviour School. Through the generosity of its parishioners, Our Saviour Parish subsidizes a portion of the cost to educate each and every student, regardless of their faith background. Student tuition therefore only covers a portion of the actual cost of education. *The rates are listed on the enclosed schedule.*

It is therefore with great anticipation that we begin open registration for the 2025-2026 school year! Planning is already underway for next year, and early registration is important to accurately project our needs for teachers and materials. Early registration will be available from Tuesday, February 25<sup>th</sup> through Tuesday, March 18<sup>th</sup>. Beginning Tuesday, February 25<sup>th</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 - 8th grade students, the following forms (included in this packet), must be completed by March 18<sup>th</sup>:

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

Please note: We are offering a **tuition discount of \$200.00 per student (for the first and second students)** to all families who register by the March 18<sup>th</sup> deadline. There will be no exception to this tuition discount deadline; please complete the online registration process by the March 18<sup>th</sup> deadline to take advantage of this discount.

**For parents who do not have internet access**, please call our Accounting Office at 217-245-7706. We will set up an appointment for you to come in and utilize our secure system to register your students.

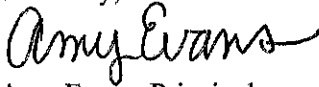
**Pre-K Only:** For our Pre-K program for the 2025-26 school year, our students will be assigned a classroom teacher based on their birthdate (since we have 3 Pre-K rooms). In the event of a wait list for our Pre-K program, the following selection criteria will made during the early registration period:

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 2025-26 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 217-245-7706. Thank you.

Sincerely,



Amy Evans, Principal

# OUR SAVIOUR SCHOOL PRE-K - 8 2025-2026 TUITION & FEES

## 1.) TUITION: *(for students registered by March 18<sup>th</sup>, 2025)*

Pre-K-8<sup>th</sup> grade: \$5,500 each student (first 2 students per family) \*\*

*(for students registered after March 18<sup>th</sup>, 2025)*

Pre-K-8<sup>th</sup> grade: \$5,700 each student (first 2 students per family) \*\*

Families with more than 2 children in Pre-K – 8<sup>th</sup> will only pay \$2,100 for the 3<sup>rd</sup> student and \$1,400 for the 4<sup>th</sup>, 5<sup>th</sup>, etc.

**\*\*Practicing Catholic families may qualify for a \$1,000 Parish Scholarship (maximum of 2 scholarships per family).**

## 2.) FEES:

The following fees are non-refundable:

- \*Textbook Fee: **this \$400 fee is included in the tuition charges listed above**
- \*Technology Fee: **Pre-K – 4<sup>th</sup> grades \$40 fee in addition to the tuition charges  
5<sup>th</sup> – 8<sup>th</sup> grades \$100 fee in addition to the tuition charges**
- \*Cleaning/Supply Fee: **\$30 fee in addition to the tuition charges**
- \*Snack Fee: **Pre-K only \$50 fee in addition to the tuition charges**
- \* F.A.C.T.S. Fee: **\$50.00 - MONTHLY payment plan (One time fee)  
\$15.00 - SEMI-ANNUAL payment plan (One time fee)  
\$5.00 - ANNUAL payment plan (One time fee)**

**Projected cost to educate an Our Saviour student for 2025-26 school year is \$6,744.**

### To register your student(s) for the 2025-26 School Year:

- 1) Go to [www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com) *anytime February 25<sup>th</sup> through March 18<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 2025-2026. The online registration process you completed last spring was for the 2024-2025 school year only.**
- 3) If you do not have internet access, please call our Accounting Office at 217-245-7706. 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 2025-2026 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:

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:

Any outstanding hot lunch and after school balances over \$50 at the end of the first semester will be paid through FACTS on or around January 5<sup>th</sup>. At the completion of the school year, any outstanding hot lunch and after school balances over \$10 or where the student is not registered for the next year will be paid through FACTS during 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 2025:**

Kindergarten Readiness Screenings will be held Thursday, March 13th. **\*\*Please complete the online registration process for all your students, including kindergarteners, by the March 18<sup>th</sup> deadline.**

Please call the school office at 217-243-8621 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 2025-2026 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) A \$5.00 processing fee will be assessed by FACTS on all 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 \$15.00 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 2025 and ending in June 2026. (Payments can be made on the 5<sup>th</sup> or the 20<sup>th</sup> of each month - parent's choice).

C) A \$50.00 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 2025-2026 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 11, 2025**. 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 217-245-7706. 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 11, 2025 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 25, 2025)**. However, your student needs to be registered online with FACTS **by March 18, 2025**. If the student is not registered in FACTS, he/she will not be considered for Tuition Assistance.
- The fee for the online application is **\$45.00**. 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: \$2,700 or \$5,400 total per family. To receive the Catholic maximum, the family must be active, practicing Catholics of the parish.
- For other faiths, tuition assistance will be **capped at 40%** of tuition for one child: \$2,200 or \$4,400 total per family.