



ST. ALBERT THE GREAT ACADEMY

January 10, 2024

Dear Parents and Guardians,

Thank you for choosing St. Albert the Great Academy! We understand the selection of a school for your child is a very special decision and we are excited for you to be a part of the St. Albert's family. We strive for academic excellence combined with spiritual growth and service to others. We are excited to partner with you in your child's education and look forward to an excellent year of growth and development at St. Albert's.

With respect to our currently enrolled families, we are opening an advanced registration period for children of any family at St. Albert's this school year. Enrollment will open to the general public beginning on February 1st. With limited class sizes, current families not enrolled by this time will not be guaranteed a seat in the classroom. Please note that in order to be considered enrolled for the next school year the following items must be completed: the registration paperwork sent in, a FACTS payment plan chosen, and the registration fee paid on FACTS.

Enclosed with this letter is your registration packet, school district bus request and health forms. Please pay special attention to the school registration paperwork checklist of what is due and when. **Return the completed registration to info@stalbertacademy.org or 134 Washington St., Auburn, NY 13021. Once a payment plan is chosen for the next school year, the \$115 registration fee will be applied to each family's FACTS account and tuition will be assigned.**

If you have any questions regarding the registration process, please don't hesitate to call us (315-283-0555) or visit us at www.stalbertacademy.com

Sincerely,
St. Albert the Great Academy



ST. ALBERT THE GREAT ACADEMY

Registration Checklist

Complete & Submit ASAP

- Complete 1 registration packet for each child registering (*If the class maximum has been reached, student may be placed on a wait list*)
 - New Families are required to attend a 1/2hr tour of St. Albert's
 - PreK Families are required to "Meet the Teacher"

- Add/update FACTS payment information and choose payment plan (*New families will need to be setup in FACTS by St. Albert's. You will receive an email link to complete this process.*)

- Pay registration fee on FACTS (*Wait listed families will not be charged until they have accepted an available spot*)
Once registered, each child will be emailed a google account signup.

Complete Busing form by April 1st

- Complete 1 transportation form per family to request busing from your local school district to/from St. Albert the Great Academy. Submit form to St. Albert's office.

Financial Aid application by May 15th

Family must be registered prior to requesting aid. Applications are submitted on FACTS

First Tuition payment is July 1st

July tuition payments will reserve a child's spot in the classroom. St. Albert's cannot guarantee a spot for a child whose tuition is not paid by July 31st unless special arrangements have been made.

Required before your child may begin school

- Copy of Birth certificate (if not previously on-file)
- Current medical forms
- Students with an IEP or 504 plan are required to meet with the school Principal prior to the start of the school year
- Immunization record
- Current physical
- Dental health report

All registration paperwork and related documents can be emailed to info@stalbertacademy.org or mailed to the address below.



ST. ALBERT THE GREAT ACADEMY

STUDENT REGISTRATION FORM
School Year 2024-2025

Date of form completion _____

Student Name (Last, First, MI) _____ Male ___ Female ___

Address (Street, City, State, Zip) _____ Date of Birth _____

School District _____ Last School Attended _____

Grade Entering* _____ Registered Members of _____ Parish

*Pre-K student must be able to use the bathroom unassisted & be 3yrs old by Dec 1st.

_____ Morning Half Day PreK 5 days/week (8:45am-11:30am)

_____ Full Day PreK 5 days/week (8:45am-2:45pm)

Does the student have a [] 504 plan [] IEP [] Receive academic intervention services?

Race (Optional): Black(non Hispanic) ___ Asian/Pacific ___ Hispanic ___ White ___ Other ___

Table with 4 columns: Sacraments Received, Date, Church, Location (city/state). Rows include Baptism, 1st Penance, 1st Communion, and Confirmation.

PARENTS/GUARDIANS (as you wish to appear on official communication)

Child Lives With _____ Relationship to Child _____

M/M Dr. Mr. Mrs. Ms. Name _____

Address (Street, City, State, Zip) _____

Email Addresses _____

Phone Numbers:

Mother/Guardian: home _____ work _____ cell _____

Father/Guardian: home _____ work _____ cell _____



ST. ALBERT THE GREAT ACADEMY

FAMILY INFORMATION

	Father	Mother Maiden Name	Guardian Relationship
First Name			
Last Name			
Middle Initial			
Street Address			
City/Town			
State/Zip			
Birthplace			
Date of Birth			
Social Security Number (<i>optional</i>)			
Religion			
Citizenship			
Education- Last Grade Completed			
Occupation			
Place of Business and Address			
Other languages spoken in home			
Martial Status			

OTHER CHILDREN IN THE FAMILY			
First Name			
Last Name			
Date of Birth			
School			
Grade			



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STUDENT EMERGENCY FORM

School Year 2024-2025

Student Last Name _____ First Name _____

Names of parents or guardians _____

Home Address _____

Mother/Guardian

Name of workplace _____ work phone # _____

home phone _____ cell phone _____

Father/Guardian

Name of workplace _____ work phone # _____

home phone _____ cell phone _____

EMERGENCY CONTACT IF PARENT/GUARDIAN CANNOT BE REACHED:

Name _____ Relationship _____

Phone numbers: Home _____ Cell _____ Work _____

Address (Street, City, State, Zip) _____

**IN CASE OF EMERGENCY AND YOU ARE UNABLE TO REACH ME,
YOU HAVE MY PERMISSION TO TAKE MY CHILD TO:**

Doctor _____ Phone _____

OR TO _____ Hospital

Medical Insurance Company _____ Policy # _____

Parent or Guardian Name _____

Parent or Guardian Signature _____



ST. ALBERT THE GREAT ACADEMY

PARENTAL PLAN FOR EMERGENCY DISMISSAL

Student Name(s) _____

In the event of the need to utilize an emergency dismissal from school, my child/ren should:

1. Report directly home (personal transportation) Yes _____ No _____
(Please fill out #2 if child is to report to a different destination)

Take the school bus, if offered, to usual destination* Yes _____ No _____
(*For bus students, please fill out #2 in the event buses are not running.)

2. If the buses are NOT running or you would like your student to report elsewhere (other than home) during an emergency dismissal:

Emergency Destination 1:

Name of relative, friend or neighbor _____

Relationship to student _____

Address _____

Phone 1: _____ Phone 2: _____

METHOD OF TRANSPORTATION (walk/car) _____

Emergency Destination 2:

Name of relative, friend or neighbor _____

Relationship to student _____

Address _____

Phone 1: _____ Phone 2: _____

METHOD OF TRANSPORTATION (walk/car) _____

I have informed my child/ren to follow these instructions Yes _____ No _____

I will inform the school if these instructions change during the current school year

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____



ST. ALBERT THE GREAT ACADEMY

FINANCIAL INFORMATION FOR THE 2024-2025 SCHOOL YEAR:

St. Albert's Board has made every effort to keep school tuition affordable and allow for necessary financial aid. If you find yourself in a situation where you are unable to pay the full tuition amount, before walking away from a Catholic education for your child, please prayerfully consider applying for financial aid. The benefits of Catholic education are endless to your children and our community; your request is confidential and will not adversely affect your experience at St. Albert's.

Registration Fee: \$115 non-refundable fee per family due at the time of registration to cover the cost of administration, FACTS system setup and coordination with area districts (transportation, services, etc).

Tuition Rates:

Tuition runs July 1 – April 1 each school year. Annual payments are due in July; Bi-Annual payments are July & December. July tuition payments will reserve a child's spot in the classroom. St. Albert's cannot guarantee a spot for a child whose tuition is not paid by July 31st unless special arrangements have been made.

	First Child Rate	Sibling Rate*
Half Day Pre-K	\$3,800	\$2,500
Full Day Pre-K	\$4,800	\$3,100
Full Day Kindergarten	\$5,200	\$3,400
1st – 6th Grade	\$5,400	\$3,500
7th – 12th Grade	Contact Tyburn Academy 315-252-2937	

***Sibling Rate:**

Families pay full price tuition for the first child and sibling rates for each additional child living in the same household.

Donation Option:

We realize the cost of educating each child at St. Albert the Great Academy is more than \$10,000/yr. We agree to give an additional \$_____ as a donation to the school to help cover the cost of education.



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Financial Aid

Once registered at St. Albert's for the school year, families in need of tuition assistance may apply for financial aid through the FACTS management program. Financial aid applications are **due by May 15** for the upcoming school year. Limited financial aid funding is available each year. Late applications may be accepted at the discretion of the St. Albert Board of Trustees.

Full year commitment

It is understood that St. Albert's determines their staffing, curriculum, resources and may turn other students away based on family commitments to a full year at the school. It is the family's responsibility to abide by the student-parent handbook and be aware that if the child(ren) violates any portion of the student-parent handbook and/or is removed or expelled from the school for any reason consistent with the student-parent handbook or St. Albert's policy, then the parents/guardians are not entitled to a proportionate refund of tuition. In addition, the parents/guardians are legally responsible for paying any tuition owed at the time the child(ren) stopped attending the school. If unforeseen circumstances occur and a family pulls their student mid-way through the school year, the situation may be brought to the Board of Trustees for review to determine if any portion of the tuition due for the year will be forgiven at the discretion of the Board.

Billing through FACTS

All registration fees, tuition assistance, Before & After Care, afterschool programs, and some fundraisers will be billed by St. Albert's through the FACTS management system. St. Albert the Great Academy families are required to register with the FACTS billing system at the beginning of the school year regardless of the payment plan chosen. Even if paying in full at the time of registration, the FACTS account must be completed to be registered at St. Albert's.

- Families will not be considered enrolled at St. Albert's until a payment plan has been chosen for the school year and the family registration fee has been paid on FACTS.
- If a family has a payment plan, but is delinquent in their payments for 30 or more days, without special arrangements being made, the student is unenrolled and subject to dismissal from St. Albert's.
- If a family has not paid in full by April 30th, their child will be unenrolled for the following school year at St. Albert's and their spot will become available. A collections agency may be hired to recoup the debt owed, together with any expenses, fees or costs incurred in the collection of such debt.



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Before & After School Care

St. Albert the Great Academy will be offering Before & After Care for the 2024-2025 school year. Care hours will be from 7:00am-8:30am and 2:45pm-5:30 pm. Before and After Care hours and details are available on our website

www.stalbertacademy.com/before-and-after-care.

- Families must complete the before & after care registration paperwork prior to allowing their children to participate in this program each year.
- Families are required to use the Before & After Care signup sheet to indicate when they would like to use the program
- If a family is delinquent in their Before & After Care payment by 30 days or more, the students are unable to continue in the Before & After Care program until the bill has been rectified.
- If the family continues to leave this bill unpaid for 60 days or more and special arrangements have not been made, the student may be unenrolled and subject to dismissal from St. Albert's.

Photo Release

Unless the below box is checked, signing this registration packet gives St. Albert the Great Academy, or anyone authorized by the school, permission to use your child's photograph or photographic image in official school business including: school web site, publications, newsletters, social media, slideshows, etc. It is understood that photographic images or video may be used for news organizations and promotional purposes. You hereby waive your right to inspect or approve the finished product and acknowledge that you will not be paid compensation for any reproduction of these materials.

- Opt out of the photo release (You do NOT allow the school to use your child in any photography)

Family Directory

Unless the below box is checked, consent is given for St. Albert's to share name, email, and phone number information in our family directory (shared within our St. Albert's school community) and with our parent organization "Sursum Corda".

- Opt out of the family directory (You do NOT allow the school to share email & phone number)



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Volunteers:

- Make a difference in helping to keep the operational costs of the school down
- While not required, volunteering efforts help make lunchtime run smoothly and assist classroom teachers with necessary tasks
- FUNdraising helps keep our tuition as low as possible and fund our student activity fund which allows all children to attend field trips at no additional cost to families
- Please consider donating a few hours of your time to help St. Albert the Great Academy!

Non-Discrimination:

St. Albert the Great Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Albert the Great Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

By signing below, I understand that:

- Children at St. Albert's will be taught the Catholic Faith
- Tuition will run from July 1 to April 1 inclusive.
- Re-registration is allowed only when tuition for the ongoing year is current.
- Families who are 30 days delinquent will lose their registration spot and through the school year may be asked to leave the school unless other arrangements are made
- Tuition must be paid in full by **April 30, 2025**
- Final grades and records will not be available until all tuition is paid
- Failure to pay all tuition may result in the matter being forwarded for collection for the balance of tuition owed together with the any expenses, fees or costs incurred in the collection of such balance due.

Signature _____ **Date:** _____

(Financially responsible person)

Relationship to student if not parent _____

For Office use only		
FACTS Payment Plan _____	Registration Fee pd _____	Records Request _____
Master Spreadsheet _____	Google Acc't _____	
Immunization Record _____	Bus _____	Birth Certificate _____