



# St. Thomas Catholic School 2024-2025 Enrollment Packet

Catholic education is a vital part of our Catholic faith! The education that begins at home is enriched through an educational model that partners parishes and families to ensure children are nurtured to develop their whole selves—in mind, body, and spirit.

## *Catholic Education: A Brief History*

For many years, Catholic schools were founded and staffed by religious brothers and sisters whose gift was offering a quality education for every child. As these organizations began to experience a decrease in individuals seeking to enter religious vocations, they became unable to run or staff these schools. This is when local parishes took over and the Catholic educational model became a true partnership between families and their parish, working together to ensure that each parish family who desired a Catholic education for their children was able to experience one.

The change from religious brothers and sisters to lay teachers and administrators being hired resulted in increased costs. This reality, combined with the need to update curricula, to remain current with mandates from state and federal education departments, and to anticipate the continual rise of fixed costs, made it difficult for many Catholic schools. Sadly, this reality has not been sustainable for many parishes, resulting in the closure of many schools.



## *Continuing the Legacy*

Strong fiscal management and excellent community support have allowed St. Thomas to flourish. The 2024-2025 school year will mark **52 years** of Catholic education for our beloved St. Thomas School! We anticipate being able to offer the same outstanding education for which St. Thomas has come to be known for another half century and beyond. To help make this possible, we have adjusted our tuition program.

To ensure that we can welcome every child and to keep up with advances in the world of education, we continue to have to monitor our income and expenses. **The actual anticipated cost of education at St. Thomas for the 2024-2025 school year is just over \$10,800**, but through the continued generosity of our parishes, we are able to supplement the cost of this education for all families who attend St. Thomas. Aware also that it is a Catholic tradition not to turn anyone away, our school offers tuition assistance to all who qualify. To continue the legacy of a quality education we need every St. Thomas family to be as supportive as possible with their time, talent, and treasure. This will ensure that the good work that God has begun will surely continue to bless future generations of students.





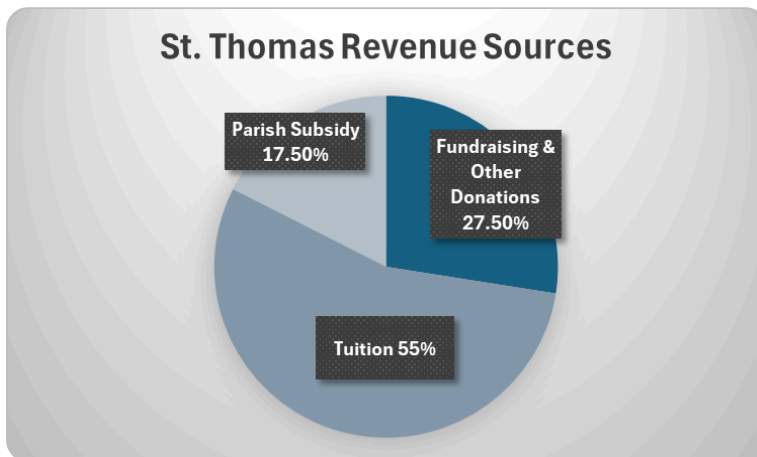
# 2024-2025 St. Thomas School Tuition Information

	Full Tuition Rate	Active Parishioner Rate*	Non-Refundable Deposit <i>Applied by 3/15/24</i>
<b>PreK **</b>			
5 Full Days	\$7,450	\$6,950	\$100 per child
5 Half Days	\$4,050	\$3,800	
3 Full Days***	\$5,350	\$5,050	
3 Half Days***	\$2,700	\$2,550	
<b>K – 8</b>			
1 Child	\$6,925	\$5,209	\$100 per child
2 Children	\$13,850	\$10,418	
3 Children	\$20,775	\$15,627	
More than three children	\$22,000	\$17,000	
<b>Tuition Assistance</b>			
<p>Tuition assistance varies based on the needs of each family and is determined by the principal and an ad hoc committee. Families must submit a completed application through the FACTS program by March 15th to be considered for tuition assistance. At this time, only families who identify as active parishioners and have a form completed by the pastor are eligible for tuition assistance.</p>			

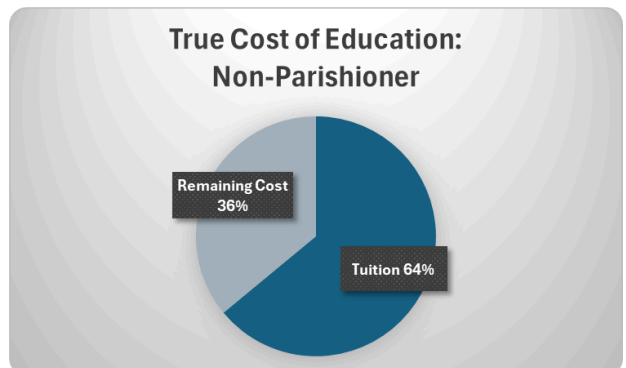
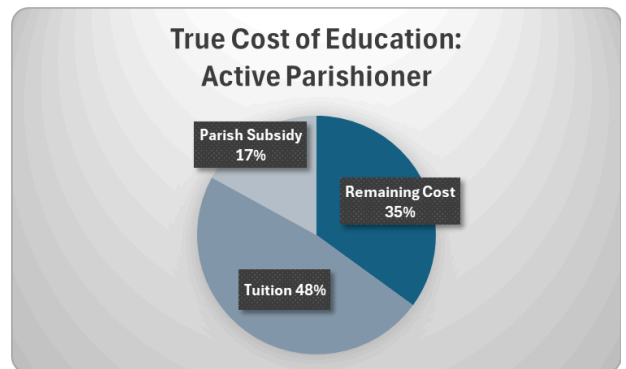
\*Families must submit a signed affidavit from their pastor (see attached).

\*\*Beyond the Active Parishioner Rate, tuition assistance is not available for PreK students.

\*\*\*The three (3) day per week option is Tuesday, Wednesday, and Thursday only.



True Cost of Education per Student: \$10,813





# 2024-2025 St. Thomas School Tuition Policy

## Payment Options

Families are offered two options for submitting tuition payments:

- Pay tuition in full by June 2024.
- Register through FACTS and have your payments automatically deducted from your bank account on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. **Payments are made for 12 months and begin in June** of the year prior to the start of the school year and run through the following May.

## Tuition Payment Expectations

Your commitment to enroll informs our decision to hire faculty and staff and order textbooks and other supplies. Therefore, the following tuition policy will be in effect for the upcoming school year:

Withdrawal Period Between	Tuition Due to School
June 1 <sup>st</sup> – August 31 <sup>st</sup>	25% of tuition
End of Quarter 1	50 % of tuition
End of Quarter 2	100% of tuition

## Delinquent Tuition Policy

We understand that unforeseen circumstances arise, and we are willing to work with families who face unexpected financial hardship. Please contact the principal in order to modify existing payment plans.

Families who consistently disregard tuition, lunch, and/or EDP payments, and who have not sought to remedy such through contacting the principal, may be asked to withdraw from St. Thomas School. This decision will be made in consort by the pastor, principal, and superintendent.

## Re-Enrollment Policy

All tuition and incurred fees must be up-to-date at the time of enrollment in order for student spots to be held. Students will not be permitted to begin a new school year until all outstanding tuition and fees from the previous school year have been paid in full.



## 2024-2025 Extended Day Program (EDP) Introduction

Welcome to Saint Thomas' Extended Day Program (EDP). Saint Thomas School serves the parishes of Saint Therese of Lisieux, Holy Spirit, and Saint Matthew. In partnership with the family, we are dedicated to nurturing the personal development of the whole child. Our mission is to instill Catholic values, foster self-discipline, and promote academic excellence in the spirit of a caring, affirming community.

Saint Thomas' Extended Day Program staff are eager to support your child(ren) before and after school. Our before-school program runs from 7:00 a.m. until 8:15 a.m. Breakfast is available to students during this time. The after-school program runs from 3:00 p.m., when carline closes, until 5:30 p.m. Students are provided a healthy snack daily. Your child(ren) can choose a snack and milk during this time. Your child(ren) may also select a small snack from their lunchbox in lieu of what the school offers. On early release days (generally one Wednesday per month), our Extended Day Program runs from 1:00 p.m. until 5:30 p.m., and a healthy snack is also provided during this time.

The Extended Day Program always follows a ratio of one staff member per ten students while the program is in operation. Each staff member has been fingerprinted through Identigo and is CPR/First Aid certified. Staff members are also required to attend yearly trainings and/or workshops in early childhood development or education to gain knowledge of best practices to serve our students. The staff are also trained mandated reporters.

Students in pre-kindergarten through 8<sup>th</sup> grade can attend our Extended Day Program. We encourage families who know they will need to utilize EDP services on a regular basis to enroll in one of the three Unlimited Use Rate programs billed directly through FACTS. There is an additional cost savings granted to families for enrolling in one of these programs. **Payments through the FACTS program will begin in August.** A 24-hour notice is required if your child will be using EDP in general or on an early release day that your child does not typically attend. This allows us to ensure we have the appropriate staff to accommodate your child.

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## The Rights of Children

Children receiving Child Care from Child Care Facilities have the following rights:

1. Children must be free from emotional, physical and/or sexual abuse, neglect, and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided Child Care services without discrimination to race, age, national origin, religion, disability, sex, or family composition.
5. Children must be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to developmentally appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

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## Policies and Procedures

### Food:

- Breakfast is available daily in our before-school program.
- A healthy snack is provided daily in our after-school program. If students choose to not have the snack provided, they can have a small snack from their lunch box.

### Winter Wear (we DO go out to recess in the winter!):

- Insulated boots should be brought to school, along with a change of sneakers.
- Warm hats and mittens (no gloves please) should be worn every day.
- Ski pants are NOT necessary unless your child stays from 2:30-5:30 p.m.

**Ages Served:** Pre-kindergarten through 8<sup>th</sup> grade.

**Number of Children Served:** Currently, we are licensed to serve up to 49 children.

**Enrollment Procedures:** Parents must complete the designated enrollment form. We encourage families who know they will need to utilize EDP services on a regular basis to enroll in one of the three Unlimited Use Rate programs (AM only, PM only, or AM & PM) billed directly through FACTS. There is an additional cost savings granted to families for enrolling in one of these programs. **Payments through the FACTS program will begin in August.** This service is on a first come first served basis. The application must include an updated immunization record for your child(ren).

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## Arrival/Dismissal Procedures & Schedule

**Arrival Procedure:** Parents must sign their child(ren) in when they are dropped off at the Extended Day Program. A staff member will sign the child(ren) out at dismissal to the classroom for the day at 8:15 a.m.

**Dismissal Procedure:** Students will be dismissed from their classroom for the afternoon Extended Day Program at 3:00 p.m. A staff member will sign the child(ren) in. Parents must sign their child out when they pick them up. If a

different adult listed on the pick-up list is coming to pick up your child, please notify program staff so they are aware. In the event that an adult is not on the child's pick-up list, but is authorized to do so, a photo ID will need to be shown before we are able to release your child.

**Weekly/Daily Schedule:** Saint Thomas' Extended Day Program is open Monday-Friday from 7:00 a.m. to 8:15 a.m. & 3:00 p.m. to 5:30 p.m. On early release Wednesdays, the program is open from 1:00 p.m. to 5:30 p.m. Saint Thomas' Extended Day Program follows the Saint Thomas School academic calendar.

**Morning (AM) EDP:**

7:00am-8:15am: Student drop off (breakfast is served 7:15am-8:10am)

7:00am-8:10am: Centers set up on tables for student choice

8:10am-8:15am: Clean-up & get ready for the school day

**Afternoon (PM) EDP:**

3:00pm-3:05pm: Student arrival, backpacks dropped off & line up for outside

3:05pm-3:45pm: Outside time

3:45pm-3:55pm: Students wash hands & prepare for snack

3:55pm-4:10pm: Snack

4:10pm-4:30pm: Homework time for middle school students

4:10pm-5:20pm: Centers open (middle school joins centers at 4:30pm)

5:20pm-5:30pm: Clean-up

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**Attendance and Illness**

**Sickness Policy:** Since children are in close proximity to each other in the classroom/program, illness can spread rapidly. If a child is running a temperature, has a rash, has vomited and/or has diarrhea, has inflamed eyes with discharge, or has been sent home from school with these symptoms, please DO NOT send the child back to school until he/she is healthy. Students must be free from fever and have not vomited for 24 hours without medication before returning to school. If a child becomes ill during the Extended Day Program, parents or guardians will be notified to come and pick up that student as soon as possible.

**Accidents, Injuries, Incidents & Emergencies:** All accidents, injuries, incidents, or emergencies will be documented in an "Accident Report" on the day of the occurrence. A parent or legal guardian must review, sign, and return the "Accident Report" within two business days. A signed copy will be sent home after. As a licensed Child Care Center, we are mandated to report child death and serious injury.

**Medication Administration:** Saint Thomas School MEDICATION POLICY

*Pursuant to 20-A.M.R.S. Section 254(5) and promulgated rules. All medication must be accompanied by a parent or doctor note as described below. All medications are stored in the office and must be dropped off and picked up by the parent. Prescription medication: may only be brought in if it needs to be given during a scheduled time during the school day (i.e., lunchtime or 12:00 p.m.). For antibiotics, they can be administered at school if ordered for more than 3 times a day. The first dose should be given at home. Prescriptions MUST be in the original pharmacy container and have student's name, doctor's name, name of medication, route of administration, dose, and times to administer and include any special notes. Parent/guardian must bring it to the office and both the doctor and parent forms must be completed. Short term medications, which are taken for less than 2 weeks still need parent/physician consent form filled out and must be kept in the office.*

**For Asthma Medication or an Epi-Pen:** For asthma, an asthma plan form must be brought in from the doctor. For allergies, if an epi-pen is used, a parent/physician consent form must be completed. All medications are kept in the office. When a field trip is taken, the teacher will take the medication. When any medication is given, it is

documented. If there is an error in administering medication, parents are notified. If a reaction from medication occurs, staff will call 911 and inform parents/guardians.

**For Over-the-Counter Medications** (Ibuprofen, Tylenol, Antacid, Lactaid, etc.): These can be given, if needed, but must be supplied by the parent in the original container and have the parent/physician consent form completed. Parents will be notified before giving Ibuprofen or Tylenol or any over the counter medicine. Over the counter cold or cough medicines are not to be administered. Cough drops can be given if the parent fills out a doctor/parent form to be completed so students can have their own cough drops. Cough drops must be consumed in the office.

**Food Allergies:** The food service director should be notified by the parent and the parent/physician consent form needs to be completed. An Allergy Action Plan should be sent to the school by the doctor.

**Additional Medications:** Narcotics are NOT ALLOWED. If a student is in pain that requires narcotics, the student is to stay home. Parents/guardians are notified to pick up medications at the end of the school year. Parents/guardians can pick up medications from the office at any time. Any medications not picked up by parents/guardians at the end of school are brought to the Sanford Police Department or Southern Maine Health Care for disposal using their medication return program. In the event of a disaster, office personnel will take all medication and if applicable, the food service director will take any epi-pens and follow the safe school procedures. All epi-pens are kept in a designated area. If needed, a staff member will administer to the student. Asthma inhalers are kept in the office and administered by Joanne Cusack. All medications need to be kept in the office and administered by Joanne Cusack.

**Holidays and Vacations:** Saint Thomas' Extended Day Program is CLOSED all holidays & vacations that are on the Saint Thomas School academic calendar. Holidays are NOT charged in tuition, due to these holidays not being made-up. Personal vacation days cannot be made-up or traded for other days. Refunds are not given for vacation days.

**Substitute Care for School Closures:** In the event that Saint Thomas' Extended Day Program is closed due to inclement weather, power outages, etc., parents are responsible for arranging substitute care. If school is canceled or delayed in Sanford, it is also generally canceled or delayed at Saint Thomas' (delay hours are not made up). Parents will receive a call from the school notifying them of the opening time for EDP if school is delayed. In the event of an unexpected early release closure due to weather, PreK will also close and there will be no aftercare program that day. SNOW DAYS - we generally follow the same snow days as the Sanford School Department.

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## Emergency Procedures

**Fire Drills:** Fire drills are conducted once a month throughout the school year. Students will be led to the playground area straight out the doors, where they will line up and a teacher will take attendance. Once attendance has been taken, the teacher will hold up a green sign if all staff and students are accounted for. If a student or staff member is missing the teacher will hold up a red sign. Students will remain outside until the okay is given.

**Lockdown Procedure:** Lockdown drills are also conducted throughout the school year. In the event of a lockdown students will be led to our designated lockdown location while teachers lock all doors, close all windows, and all lights. Teachers and students will remain in the lockdown location until the okay is given.

**Evacuation Procedure:** If we must evacuate the area completely, an alert will be given. Teachers will lead students to Holy Family Church at 66 North Ave. From there, parents will be notified.

**Mandated Reporting:** All Extended Day Program staff members must complete the mandated reporter training prior to the start of school & complete it annually. It is the responsibility of all staff members to act as a mandated reporter to the Department of Health and Human Services (DHHS) when there is a reasonable cause to suspect the abuse or neglect of a child under the age of eighteen (18).



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## Child Guidance Methods and Behavior Policy

**Child Guidance Methods:** Saint Thomas' EDP staff are trained in a variety of classroom management techniques. Staff models positive social interactions and teaches social skills directly in the moment. Staff uses positive guidance, redirection, and offers choices to students to help them succeed.

**Behavior Policy:** Maladaptive behavior will be documented on a form. In repetitive or significant situations, the form will be shared with the parents with an explanation from a staff member. This form must be signed by a parent and returned the next day.

**Expulsion and Suspension Practices:** If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with EDP staff to discuss a behavior plan. After this, any concerns will be discussed with the principal. Recurring behavior concerns may be grounds for terminating EDP offerings.

**Tuition & fees:** A late fee of \$10 per student will be applied for students picked up after 5:30 p.m. Please call the school if you will be delayed. A 24-hour notice must be given in the event you will need our Extend Day Program and do not use it daily. An enrollment form will need to be on file for your child in the event that there is an emergency.

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**Resources:** Developmental Screenings: Child Development Center - York County, 39 Limerick Road, Arundel, Maine 04046 (207) 985-7861. Reporting Child Abuse or Neglect: 1-800-452-1999.

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## 2024 - 2025 Extended Day Program Rates

EDP Rates <i>(Updated February 2024)</i>							
	AM Only		PM Only		AM & PM		Early Release Day Bus-Student Rates
	Daily	Unlimited <i>(Billed monthly)</i>	Daily	Unlimited <i>(Billed monthly)</i>	Daily	Unlimited <i>(Billed monthly)</i>	
1 Student	\$7	\$1000 <i>(\$100/month)</i>	\$14	\$1800 <i>(\$180/month)</i>	\$21	\$2800 <i>(\$280/month)</i>	\$10
2 Students	\$10	\$1400 <i>(\$140/month)</i>	\$17	\$2600 <i>(\$260/month)</i>	\$25	\$3600 <i>(\$360/month)</i>	\$14
3+ Students	\$12	\$1800 <i>(\$180/month)</i>	\$20	\$3400 <i>(\$340/month)</i>	\$30	\$4800 <i>(\$480/month)</i>	\$18





## 2024-2025 St. Thomas School EDP Registration Form

The St. Thomas School Extended Day Program provides care and supervision for our own students before and after school. Opportunities for study and recreation are provided in a safe environment. The program begins at 7:00am and closes at 5:30pm.

We encourage families who know they will need to utilize EDP services on a regular basis to enroll in one of the three Unlimited Use Rate programs billed directly through FACTS. There is an additional cost savings granted to families for enrolling in one of these programs. **Payments through the FACTS program will begin in August.** As in past years, a \$10 per student late fee will be applied for students picked up after 5:30pm. Please call the school if you will be delayed.

If you expect to use EDP services this year, please read the enrollment packet provided & complete and return this form:

Parents'/Guardians' Name(s): \_\_\_\_\_

Child/Children's Name(s) & Grades: \_\_\_\_\_

Allergies: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mother: \_\_\_\_\_ Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_

Father: \_\_\_\_\_ Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_

### Authorized Adults Allowed to Pick Up Your Child from EDP:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

*\* Please note that if EDP staff have not met the adult picking up your child, a valid ID must be presented to ensure that we are releasing your child to the correct individual.*

I am choosing to utilize the Daily EDP Rates. I understand that I will need to pay for these days by cash or check in advance of use, and that this option may not be available depending on enrollment and staffing.

I am choosing to enroll in an unlimited plan that will be billed monthly through FACTS.

Please check the appropriate boxes to indicate your choice of plan.

Mornings Only     Afternoons Only     Mornings & Afternoons     Wednesday Early Release Days  
*(Bus-students only)*

Number of Children:     1     2     3+

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*EDP is available on a first-come, first-serve basis. Sign-up early to ensure your spot and to help us arrange for adequate staffing. A 24-hour notice must be provided to the office if your child will be using EDP & does not use the service regularly. This ensures proper staffing of EDP.*



## Affidavit of Active Parishioner Status for 2024-2025

Parents'/Guardians' Names: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

All three (3) of the following requirements must be met to receive a Parishioner Tuition Subsidy towards the cost of student education at St. Thomas School. Please check all that apply:

- Parish Registration** – Family members are baptized, and the family has been registered at St. Thérèse of Lisieux Parish, St. Matthew Parish, or Holy Spirit Parish for the past year. (Please contact [sttherese@portlanddiocese.org](mailto:sttherese@portlanddiocese.org), [stmatthew@portlanddiocese.org](mailto:stmatthew@portlanddiocese.org), or <https://holyspiritme.org/contact-us> to register or inquire about registration status.)  
**Note:** If transferring registration from another parish, please provide a letter from the parish office of the previous parish confirming your “active parishioner” status.
- Mass Attendance with Offering Envelope/eGiving Usage** - The family regularly attends Mass at St. Thérèse of Lisieux Parish, St. Matthew Parish, or Holy Spirit Parish on Sundays and Holy Days of Obligation. (Some Sundays, of course, you may be attending other places because of vacation or otherwise being out of town). Financial support of the parish is also an important part of being an active parishioner. Use of offering envelopes or eGiving allows the pastor to know of your support. *The parish community realizes families may experience hardship in making monetary offerings on a regular basis.* For those who are unable, your intention to give is made evident by the simple placement of the offering envelope in the collection basket each week, even if the offering envelope is empty or contains only a small amount.
- Stewardship: Time/Talent/Treasure** - Families proactively contribute with their time, talent, or other treasure to the parish and school community through participation in the liturgy (Eucharistic ministers, lectors, ushers, greeters, etc.) and/or at parish and school ministries, committees, programs, events, etc.

Families are encouraged to contact their pastor in order to complete this form. In the event of a denial, families will be contacted by the parish office.

### Parish Office Use Only

#### Approval/Denial

- The family meets all three (3) of the requirements stated above, and thus is granted a Tuition Subsidy towards the cost of student education. Reg. Mass Stewardship.
- The family does not meet the above requirements for a Parish Tuition Subsidy request.

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\* Parents/Guardians: Please have this form signed by your pastor and returned to the school by May 1, 2024 \***

**\*\* Families applying for tuition assistance must have this form returned by March 15, 2024 \*\***



## St. Thomas School Opt Out Form 2024-2025

Parents'/Guardians' names: \_\_\_\_\_

Include below only the name(s) of the child(ren) you will be opting out of attending for school year 2024-2025:

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand that by signing this form and opting out of St. Thomas School for my child(ren), it will open up their spot to another child seeking enrollment. Should I later decide to re-enroll my child(ren) at St. Thomas School, the spot may not be available and this may hinder the opportunity for my child(ren) to attend.

***By signing below you agree that you have read and understood this form. Your signature provides consent to opt out the child(ren) listed above for the 2024-2025 school year at St. Thomas School.***

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***NOTE: If submitting, Opt Out Form must be returned by Friday, March 15, 2024. Lack of form submission will result in each student being charged the \$100.00 non-refundable re-enrollment deposit.***

### FOR OFFICE USE ONLY

Principal contacted the family. Date: \_\_\_\_\_

Exit survey completed. Date: \_\_\_\_\_

All debts paid. Date: \_\_\_\_\_

Student removed from FACTS & all software systems. Date: \_\_\_\_\_

File closed. Date: \_\_\_\_\_

Notes: