



# St. Michael Catholic School

542 Cypress Ave.  
Murrells Inlet, SC 29576  
843.651.6795 (t) 843.651.6803 (f)  
www.saintmichaelsc.com

Dear Parents/Guardians,

It is a pleasure to welcome you to Saint Michael Catholic School. Saint Michael Catholic School offers a developmentally appropriate, standards-based curriculum for students in grades PreK3 through eighth. Our staff of talented, committed educators is dedicated to nurturing the intellect and enriching the creativity of our young students in a faith-based environment.

Our students have many opportunities to explore their interests and become involved in everything our school has to offer. We offer extra-curricular clubs, at no cost to our families, for all students in grades PreK4 - 8. These clubs may include robotics, archery, choir, yearbook, faith, cooking, science, etc. (subject to change) and are offered during recess as well as after school. The majority of our students participate in these clubs and have a fabulous time as they explore their own talents. Beginning in fourth grade, our students also have the opportunity to participate on our athletic teams. We offer girls volleyball, co-ed soccer, girls cheerleading, and girls/boys basketball. Our student-athletes are able to play on the field/court just as hard as they work in the classroom!

Our curriculum follows the standards set forth by the Diocese of Charleston's Catholic Schools Office. Beginning in 2013, our Diocese partnered with Notre Dame University and the ACE Collaborative for Academic Excellence. This is a sustained professional development program that strengthens curriculum, instruction, and assessment in Catholic schools by increasing collaboration among teachers. In other words, we endeavor to cultivate a learning community in which teachers share ideas and resources, toward the goal of improving their own curriculum and instruction.

Saint Michael Catholic School's Integrated Language Arts program develops our students' ability to utilize the skills of reading, writing, speaking, listening, and thinking as tools to ensure success in everyday life. We are confident that from this foundation, our students develop effective communication skills, an outlet for creativity, and an enjoyment of literature. The Superkids reading series and a variety of novels form the core of our Language Arts program, and students are also offered many opportunities to read and write according to their own interests. Our graduating eighth graders receive high school credit for English I Honors upon graduation from our school.

Math classes at Saint Michael Catholic School are lively and engaging. Children in grades K-8 use the Sadlier Mathematics program to develop skills in all areas of math. Teachers motivate their students to learn mathematical concepts through hands-on activities, games, and projects, with an emphasis on connecting math to real life. Similar to Language Arts, our eighth grade students are able to take Algebra I or Geometry I (if applicable) to earn high school credit prior to entering the high school program of their choice. Other courses that allow them to receive high school credit, besides English I Honors, Algebra I Honors and Geometry I Honors (if applicable), are Spanish I and Keyboarding (technology).

Our Science program offers children in all grades the opportunity to explore Earth, Life, and Physical Sciences. After researching various topics, students participate in hands-on experiments to reinforce newly learned concepts. Our middle school students compete in our annual Science Fair for the chance to attend the regional competition at Francis Marion University. In Social Studies, we guide our students to understand and appreciate cultural differences. All students are introduced to civics, economics, geography, and history.

Religious instruction is part of the daily classroom routine at Saint Michael Catholic School. In grades PreK - 5, religion is taught by the classroom teacher and incorporated cross-curricularly throughout other subjects. In middle school, students attend a daily religion class where they are able to expand their knowledge of the teachings of Jesus. Our overall curriculum is a guideline for helping our students grow up in the Church. Love, wisdom and the knowledge of Jesus Christ are its goals.

Saint Michael Catholic School's related arts program includes art, music, physical education, Spanish and media. Saint Michael Catholic School houses a computer lab which enables students to use the Internet as a research tool, publish poetry and stories to enhance their typing skills, and play engaging games to reinforce skills taught in the classroom. Smartboards and LCD projectors in each of our classrooms allow teachers to integrate technology into their lessons in exciting and engaging ways.



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Beginning with the 2014-2015 school year, students in grades 5 - 8 were issued their own Chromebook to use in their classes as well as at home. This 1 - 1 initiative allows students and teachers to utilize Google Chromebooks to create, collaborate, innovate and manage the teaching and learning that takes place at our school. As a “Google Apps for Education” school, we utilize a variety of software to engage our students and enhance the instruction that takes place in our classrooms.

We value the importance of educating our 21st century learners and are constantly looking for ways to technologically enrich our classrooms. In addition to daily classes, students have the opportunity to participate in the Robotics club where they will learn how to program Lego robots and compete amongst other schools in the surrounding areas. There is truly something for each student’s interest and we encourage everyone to get involved!

Our full-day pre-kindergarten for 3- and 4-year olds provide Saint Michael’s youngest students with ample instructional time and many opportunities to make new friends. The children participate in a variety of academic activities designed to appeal to visual, auditory, and kinesthetic learning styles. Through the use of learning centers, our early childhood programs introduce sensory, fine motor, listening, etc. activities, aligned to the South Carolina Early Childhood Standards as well as our Catholic values, to our students. Pre-K students also participate in our related arts program and enjoy outdoor recess and classroom playtime each day.

Our school community embraces many special celebrations and learning activities. The Saint Michael Catholic School Parent Teacher Organization plans many exciting family events. The PTO also supports a variety of fundraisers as well as other educational programs. Events that our families look forward to each year include our Parish/School Picnic, Soup Bowl, and Auction. We are fortunate to enjoy so many opportunities to learn and laugh together as a school family!

We are proud of the many fine programs at Saint Michael Catholic School! We welcome your involvement in our school and parish community, and we are committed to working with parents and community members to promote success for our children.

Many Blessings,

*Lionel J. Martin*

Mr. Lionel J. Martin  
*Interim Principal*



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## Admission Procedures 2019 - 2020

St. Michael Catholic School, accredited by the Diocese of Charleston and AdvancEd/SACS, serves the Catholic parishes in Horry and Georgetown counties. Our mission is to educate and guide students by providing academic excellence, spiritual development and strong Catholic values. Our school maintains a safe, nurturing environment that inspires a genuine love for learning, and encourages a lifelong quest for knowledge.

### **In accordance with South Carolina State Law and the policy of the Diocese of Charleston:**

- Kindergarten children for the 5-year-old program must be 5 years old by September 1 of the school year.
- First grade children must have attended kindergarten and must be 6 years old by September 1 of the school year.

### **The registration process is completed ONLY when:**

- Registration Form is completed for EACH student
- Emergency Medical Information for EACH student
- Tuition/Fees payment information is completed and signed
- PTO Fair Share Agreement form
- After School Program registration (if applicable)
- Media/Photo Consent form for EACH student
- Release of Records (new families in grades 1 - 8) (new families only)
- Parish Verification Letter is submitted to supporting parish (if applicable)
- Non-refundable Instructional fees are paid
- Birth Certificate submitted (new families only)
- SC Immunization Certificate - DHEC 1148 (due before school begins)
- Baptismal Certificate (new families only - if applicable)
- DSS Form 2900 (PreK4 students only - sent home during first week of school)

Enclosed in this packet are several important items for your information; many of these items are necessary forms to be completed in order to secure your child/ren's enrollment for the upcoming school year. Please note spaces in all grades will not be reserved until the school receives the registration form (and other forms in the packet) as well as the non-refundable \$600 instructional fee for each returning student and \$650 for each new student. Additionally, any current families that are in arrears with their tuition and/or any outstanding balances will not be able to re-register until the balance is brought to a current status. **Please be sure to complete a registration form for EACH child in your family applying for enrollment to St. Michael Catholic School.**





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## **Emergency Medical Information:**

**Emergency Contacts (Other than Parents/Guardians):** Please type or print legibly

1. Contact Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2. Contact Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

3. Contact Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## **Medical Contacts:**

Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hospital: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Insurance: \_\_\_\_\_ Ins. Group: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Permission to Treat: \_\_\_\_\_

Medical Conditions/Allergies (**describe all**): \_\_\_\_\_

## **Ethnic Group:**

(Please check which one applies to the student, this information is for statistical purposes only.)

White  Black  Hispanic  Asian  American Indian  Multi-Racial

**Pick-up Information (People authorized to pick-up your child(ren) from school\*):** Please type or print legibly

1. Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Notes: \_\_\_\_\_

2. Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Notes: \_\_\_\_\_

3. Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Notes: \_\_\_\_\_

*\*Adults on this list will be asked for photo identification prior to the release of your child.*

*\*Please note that it is the responsibility of the parent/guardian to notify SMCS with updated information when applicable.*



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## 2019 - 2020 Tuition & Fee Schedule

**TUITION FOR PARISH AND NON-PARISH CATHOLIC STUDENTS** (registered and attending a local parish – SMCS requires regular participation in church envelope system)

**Cost to educate per student - \$9,900**

### TUITION RATES:

(1<sup>st</sup> child full tuition; Multiple child discount \$300 per 2<sup>nd</sup> child or more)

PK4 – 8 <sup>TH</sup> GRADE STUDENTS:	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child or more
SMCS Parishioner	\$5,850	\$11,400	\$16,950	\$22,500
Catholic – Other Parish	\$6,500	\$12,700	\$18,900	\$25,100
Non-Catholic	\$7,200	\$14,100	\$21,000	\$27,900

To be paid annually (August), semi-annually (August & January), monthly (12-months: July – June); (11-months: July – May); (10-months: July – April)

### TUITION RATES:

PreK3 amounts are based on 1 student's tuition	PreK (3 year olds)
HALF DAY (7:45am – 11:00am)	\$2,900
FULL DAY (7:45am – 2:45pm)	\$4,160

### INSTRUCTIONAL & OTHER FEES:

(ALL FEES ARE NON-REFUNDABLE AND APPLY TO ALL STUDENTS)

No discounts on fees for multiple children

FEES DUE: MARCH 22, 2019	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child or more
Total fees for Returning Students:	\$600	\$1,200	\$1,800	\$2,400
Total fees for New Students:	\$650	\$1,300	\$1,950	\$2,600

**TECHNOLOGY FEE: \$75 per student grades 5 – 8** (this fee does NOT include chrome book insurance)  
**ART FEE: \$40.00 per student (K – 8)** must be paid each year on or before the first day of school



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## **Sibling Discount**

Discounts will apply for multiple students in the same family according to the following: \$300 discount per 2<sup>nd</sup> child or more.

## **Exceptional South Carolina / Miscellaneous Tuition Fees:**

Students that qualify for special education services will be responsible for an additional tuition fee of \$4,000.00. This fee will provide for additional instructional services such as small group instruction, Student Academic Plan accommodations and modifications, etc. This additional fee will be paid through the use of internal and external scholarships; each family will not be responsible for paying this additional fee. Families of South Carolina Exceptional Students who do not qualify for the full tuition amount will have to pay the difference.

## **Financial Aid**

Financial aid is available to students in Grades PreK4-8. If you are interested in applying for tuition assistance, please complete the application via FACTS. FACTS Grant and Aid applications are required for any family who is looking for the potential of tuition assistance. This includes St. Elizabeth Ann Seton Tuition Assistance grant and any parish or school assistance. The FACTS Tuition Management website is: ([www.factsmgt.com](http://www.factsmgt.com)). Upon completion of the FACTS Tuition application, our office will be notified of eligibility. **All FACTS applications for tuition assistance are due by Friday, March 15th.** After that time, we will inform you of any financial aid in which you have qualified.

## **Parish Subsidy**

Parish Subsidy is granted at the decision of the Pastor for Catholic students in grades PreK4 - 8th. Members of St. Michael Parish must have record of contributing to the church by using their envelopes in order to be considered for the Catholic rate. **Please Note: no subsidy is granted for Catholic students in PreK3.**

## **Additional Information**

All fees (instructional, technology and art) are non-refundable and non-transferable. Monthly tuition is due and payable according to FACTS Management payment options. There will be a \$35 late fee charged for all late payments or returned checks. This fee will be added according to FACTS Managements schedule unless arrangements have been made. Final report cards and records will be held if tuition and fees are not current.



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## SMCS Tuition/Fees Payment Information (2019 - 2020)

Family Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Student \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student \_\_\_\_\_ Grade Entering \_\_\_\_\_

**Please select the planned frequency of your tuition payments including how and when your fees will be paid. Select one of the next 4 items:**

- Tuition will be paid in full to SMCS (due August 1, 2019). (A 2% discount will be applied to the tuition fee when paid in full.)
- Tuition will be paid in two equal payments to SMCS (August 1, 2019 and January 3, 2020). (A 1% discount off the total amount will be applied to the second payment.)
- Tuition will be paid in 10 monthly payments via FACTS (July 2019 thru April 2020). An administration fee of \$45.00 will be collected by FACTS when your contract is finalized.
- Tuition will be paid in 11 monthly payments via FACTS (July 2019 thru May 2020). An administration fee of \$45.00 will be collected by FACTS when your contract is finalized.
- Tuition will be paid in 12 monthly payments via FACTS (July 2019 thru June 2020). An administration fee of \$45.00 will be collected by FACTS when your contract is finalized.

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





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## "FAIR SHARE" Service - to - School Agreement

### ***Policy Statement:***

In an effort to improve our fundraising obligations and the educational enrichment programs offered to the children of St. Michael Catholic School, the Fair Share Hours Policy was designed to evenly share volunteering responsibilities throughout all registered families. The program will allow for adequate staffing of PTO sponsored events and other scholastic programs that help benefit our school, thus helping to keep our tuition costs lower. It also helps us maintain our "family atmosphere" that makes our school so special. As a result, mandatory service hours are required of all registered families.

The number of service hours required by all registered families at St. Michael Catholic School is a minimum of 7 hours per quarter (a total of 28 hours per academic year). Any parent, legal guardian, grandparent, or immediate family member over 18 years of age may fulfill your family's service obligation. If you will be volunteering in any capacity that involves our students, Safe Haven certification through the Diocese of Charleston is required along with background screening information (forms for background screening are available in the school office). Additional information and registration for Safe Haven can be obtained by visiting <http://charleston.CMGconnect.org>. This is now an online course.

If you are unable to fulfill these hours, you will be required to pay an opt-out fee of \$140 per quarter.

**This Service-To-School Agreement is required of all registered families.**

Note: Any outstanding hours or monetary contribution must be reconciled quarterly, before report cards are issued and/or issuance of school transcripts. Also, there is NO carrying over or sharing of hours.

Each family must have a signed Service-to-School Agreement form on file in the school office each academic year. Agreement form is issued in packet at time of Registration.

**I have read and agree to the Fair Share Hours Policy.**

Parent/Guardian: \_\_\_\_\_

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

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_



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## **After School Program (After-Care):**

Saint Michael Catholic School offers an After School Program (ASP) for all students in grades PK3 through eighth grade. This program begins at dismissal (2:45pm) and ends at 5:30pm daily. We offer a structured daily routine that allows time for homework, snack, outside play (when available), and supervised activities.

### **The rates for our After School Program (ASP) are:**

The daily rate for pre-registered students is \$14.00/day.

For example, if you only need after care on Tuesdays and Thursdays, the weekly rate would be \$28.00/week.

After the first child each additional child is 50% off.

### Weekly rates are:

\$70.00 per week for 1 child

\$105.00 per week for a family of 2 children

If you anticipate ever needing to use our After School Program, please fill out the form below and return it to school.

## **AFTER SCHOOL PROGRAM (ASP) REGISTRATION FORM**

### **PLEASE PRINT:** (Please type or print legibly)

Student's Name \_\_\_\_\_  
Last First Middle Nickname

Student's Name \_\_\_\_\_  
Last First Middle Nickname

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

### **Family Information:**

Father or Guardian's Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_  
number street city state zip code

Father's Business/Occupation \_\_\_\_\_  
Name Address Work Phone

Mother or Guardian's Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_  
number street city state zip code

Mother's Business/Occupation \_\_\_\_\_  
Name Address Work Phone

After School Program for my child(ren) is:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- 

\_\_\_\_\_ X \$14.00/day = \_\_\_\_\_  
(# of days per week) (weekly rate)

Additional sibling's weekly rate is 50% (equal or lesser value.)

I plan to utilize the After School Program on an as-needed basis.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



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## Media/Photo Consent Form

Dear Parents:

St. Michael Catholic School publishes a yearbook and utilizes local media (i.e. newspaper(s), diocesan newsletters, other publications, the SMCS website/Facebook page, social media, TV opportunities, etc.) to showcase the wonderful things that take place daily at our school. In order for your child's photo to be published anywhere, including the school yearbook, you **MUST** provide permission each year.

**I DO** give St. Michael Catholic School permission to use photographs and/or work of my child in publications, including the school yearbook, local newspapers, diocesan newsletters, other publications, our school website/Facebook page, TV, etc., for the purpose of providing information and advertisement of school events. *This permission will need to be completed each year your child is enrolled at St. Michael Catholic School unless I (parent and/or guardian) reject permission in writing to St. Michael Catholic School. Change in permission via email, phone, or any manner other than in writing by the parent and/or guardian will not be acknowledged.*

Student Name (Printed): \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian (Signature): \_\_\_\_\_

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

Please state if there are any restrictions on this permission (be specific): \_\_\_\_\_

**I DO NOT** give St. Michael Catholic School permission to use photographs and/or work of my child in publications, including the school yearbook, local newspapers, diocesan newsletters, other publications, our school website/Facebook page, TV, etc., for the purpose of providing information and advertisement of school events. *This refusal of permission will need to be completed each year your child is enrolled at St. Michael Catholic School unless I (parent and/or guardian) provide permission in writing stating otherwise. Permission via email, phone, or any manner other than in writing by the parent and/or guardian will not be acknowledged.*

Student Name (Printed): \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian (Signature): \_\_\_\_\_

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



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## Saint Michael Catholic School *Parish Verification Letter*

Dear Father:

This family, \_\_\_\_\_, indicated that  
Last Name Father & Mother

their child(ren): \_\_\_\_\_,  
Last Name First Name Grade

\_\_\_\_\_  
Last Name First Name Grade

\_\_\_\_\_  
Last Name First Name Grade

\_\_\_\_\_  
Last Name First Name Grade

and \_\_\_\_\_  
Last Name First Name Grade

and themselves meet the requirements of *Active Registered Parishioner* and are entitled to the Catholic Tuition rate at Saint Michael Catholic School.

Family Envelope #: \_\_\_\_\_ (required)

The above family and student(s) meet the requirements of the policy listed above.

Signature of Pastor: \_\_\_\_\_

Parish: \_\_\_\_\_



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## Request for Records

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

Re: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Student(s)

The above named student(s) has/have enrolled in our school. Please forward his/her records, including health records, social security number, birth certificate, immunization records, IEPs, psychological test results, standardized test results, 504 plans, special education placement papers, and any other pertinent information to us as soon as possible.

Sincerely,

*Mr. Lionel J. Martin*

Mr. Lionel J. Martin, Interim Principal

To: \_\_\_\_\_ (name of school child is transferring from)

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

Phone Number: \_\_\_\_\_

I hereby authorize the above named school to forward the records requested.

Signature of Parent/Guardian: \_\_\_\_\_