



St. Michael Catholic School

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

Admission Procedures 2023 - 2024

Thank you for your interest in St. Michael Catholic School!

St. Michael Catholic School, accredited by the Diocese of Charleston and AdvancEd/COGNIA, 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.

Please note that Pre-K3 children must be 3 years old by September 1st; and Pre-K4 children must be 4 years old by September 1st of the school year; Kindergarten children must be 5 years old by September 1st of the school year; and 1st grade children must be 6 years old by September 1st of the school year in order to register.

Registration Fee (Non-Refundable):

- \$650.00 per student for new families; \$600.00 per student for returning families

Required Documents:

- Completed registration packet (for EACH child)
- Copy of your child's birth certificate (New Students)
- Copy of your child's baptismal certificate (if Catholic, only) (New Students)
- South Carolina Certificate of Immunization (Religious exemptions not allowed) (New Students)
- Copy of Records from your child's previous school and past report cards (if applicable-New Students)

Keep in mind that we will not be able to process any incomplete registration forms, so please be sure you have all the required materials at the time of registration. Submit your application packet to the school office.

All grades follow the same school year calendar and are on a full day schedule. Tuition for the 2023-2024 school year has been set, and the new tuition schedule is included.

The following methods of payment are accepted: personal checks or cash only when paying for the Registration Fee. All tuition payments must be processed through FACTS Management (www.factsmgt.com). An administrative fee will be collected by FACTS when your contract is finalized. A processing fee will be assessed if checks are returned for insufficient funds.



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Student Registration Form (Please type or print legibly and complete a form for each child):

Application Date: _____

Student's Name _____
Last First Middle Suffix

Preferred Name _____ Entering Grade Level _____ Date of Birth _____

Student Age _____ Gender _____ Blood Type _____

Race _____ Religion _____ Church Affiliation _____

**** (Parish Verification Letter required with pre-registration)**

School currently attending _____

Reason for transfer from previous school _____

***Primary Family Information (ALL INFORMATION MUST BE COMPLETED):** Please type or print legibly

Address Line 1 _____

Address Line 2 _____

City _____ State _____ Zip Code _____ County _____

Home Phone 1 _____ Listed Home Phone 2 _____ Listed

***Father's Information (ALL INFORMATION MUST BE COMPLETED):** Please type or print legibly

Father or Guardian's Name _____
Last First Middle Suffix

Email Address _____ Cell Phone _____

Address _____
number street city state zip code

Father's Business/Occupation _____

Name Address Work Phone

Religion & Church Affiliation: _____ Marital Status: _____

***Mother's Information (ALL INFORMATION MUST BE COMPLETED):** Please type or print legibly

Mother or Guardian's Name _____
Last First Middle Suffix

Email Address _____ Cell Phone _____

Address _____
number street city state zip code

Mother's Business/Occupation _____

Name Address Work Phone

Religion & Church Affiliation: _____ Marital Status: _____

The registration fee must accompany this form.

Parent's Signature

For Office Only:

Payment Received _____ Check # _____ Cash _____ Credit Card _____ Date Received: _____

Parish Verification Letter received: SM _____ PB _____ SJ _____ SA _____ Other _____



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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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2023 - 2024 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 - \$8,522

TUITION RATES: (1 st child full tuition; Multiple child discount \$300 per 2 nd child or more)				
PK3 – 6TH GRADE STUDENTS:	1st Child	2nd Child	3rd Child	4th Child or more
SMCS Parishioner / Other Parish Catholic Students	\$6,600	\$12,900	\$19,200	\$25,500
Non-Catholic Students	\$7,600	\$14,900	\$22,200	\$29,500
To be paid annually (July), semi-annually (July & January), monthly (12-months: July – June)				

REGISTRATION FEES: (NON-REFUNDABLE AND APPLY TO ALL STUDENTS) No discounts on fees for multiple children				
REGISTRATION DUE: April 28, 2023	1st Child	2nd Child	3rd Child	4th Child or more
Registration Returning Students:	\$600	\$1,200	\$1,800	\$2,400
Registration for New Students:	\$650	\$1,300	\$1,950	\$2,600

* If registration fee is paid on or before February 28, 2023, a discount of \$200 per child will apply.

* If registration fee is paid on or before March 31, 2023, a discount of \$100 per child will apply.

OTHER FEES: (ALL FEES ARE NON-REFUNDABLE AND PAID EVERY YEAR) No discounts for multiple children	
Must be paid each year on or before the 1st day of school	PK3 – 6th Grade Students
Technology Fee:	\$75.00 per child
Chrome Book Insurance Fee:	\$45.00 per child



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Sibling Discount

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

Financial Aid

Financial aid is available to students in Grades PreK3-6. 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). 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 17th, 2023.** 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 PreK3 - 6th. 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.

Additional Information

All fees 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 the FACTS Management 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 (2023 - 2024)

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 3 items:

- ☐ Tuition will be paid in full to SMCS (due July 13, 2023).
- ☐ Tuition will be paid in two equal payments to SMCS (July 13, 2023 and January 5, 2024). An administration fee of \$10.00 will be collected by FACTS when your contract is finalized.
- ☐ Tuition will be paid in 12 monthly payments via FACTS (July 2023 thru June 2024). 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. Also, there is NO carrying over or sharing of hours.

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

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 sixth 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 _____ X \$14.00/day = _____
☐ Tuesday _____ (# of days per week) (weekly rate)
☐ Wednesday Additional sibling's weekly rate is 50% (equal or lesser value.)
☐ Thursday
☐ Friday
☐ I plan to utilize the After School Program on an as-needed basis.

Parent's Signature

Date

Elementary School RELEASE AND USE OF STUDENT IMAGE, PHOTO, RECORDING OR OTHER MEDIA

I, the undersigned parent/legal guardian of _____, a minor/student in Grade _____, hereby grant to St. Michael Catholic School, the following rights:

The right to use the name, photograph, picture, portrait, voice, appearance, likeness, performance (hereinafter collectively known as "image") of the above minor in connection with its educational, promotional, fundraising activities, or any other legitimate purpose.

The right to use, reproduce, publish, exhibit, distribute and transmit the image of my minor individually or in conjunction with other images or printed matter or video tape, recordings, still photography, CD-Rom, and any other manner of media now known or later developed.

The right to use, reproduce, publish, exhibit, distribute and transmit the image of my minor individually or in conjunction with other images or printed matter on the school's internet website. No personal information such as home or email address or phone numbers will be published.

The right to record, reproduce, amplify, edit and simulate my minor's image and all sound effects produced – for example, when placing a video on the school website.

The right to assign the above-mentioned rights to third parties, including the school's yearbook publisher and other Catholic schools that my child(ren) may visit during the school day (ex.- high school shadowing).

I understand that the recording, still photos or other media incorporating the image of minor will become the property of the school. I hereby waive the right to inspect or approve my minor's image or any finished materials that incorporate said image.

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of minor's image and nothing herein will create any obligation on the part of the school to make use of the rights or materials set forth herein.

I hereby release and forever discharge the Bishop of Charleston, a Corporation Sole, DBA the Catholic Diocese of Charleston, St. Michael Catholic School/Church, their agents, employees and assigns from any and all claims, demand, rights, and causes for action of whatever kind that may arise from the use of minor's image, including but not limited to all claims for defamation and invasions of privacy.

I certify that I am parent/legal guardian of the above referenced minor and, unless otherwise noted below, I give my consent to the above for myself and on behalf of said minor. This agreement shall be valid for as long as the above student is attending (enrolled) at St. Michael Catholic School, unless and until revoked in a writing delivered to the school principal, but any such revocation shall not apply to images in existence at the time of such revocation.

☐ **Yes – I consent to the above.**

☐ **No – I do not consent to the above and my child(ren) will
NOT participate in activities that will or may result in their
images being used in any manner.**

Parent/Legal Guardian's Signature

Date



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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

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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Student Health Assessment

Child's Name _____ Grade _____ DOB _____

Emergency Contacts (other than parent): Name, Phone #, Relationship to student:

1) _____

2) _____

3) _____

4) _____

Student's Medical History *Please provide details if "Yes" including medications for the condition, if any:

ADD/ADHD Medicated (Yes/No) _____

Autism (ASD) _____

Allergies: Foods _____

Medications: _____ Other: _____

Emotional Disorders (Anxiety/Depression) _____

Asthma: Inhaler needed @ school (Yes/No) _____

Blood Disorders (Hemophilia, Sickle cell, anemia) _____

Cancer and/or history of: _____

Stomach Issues (GERD, IBS, Constipation) _____

Covid-19 History: _____

Covid-19 Vaccination (type): _____

Diabetes (Type-1 or 2): Insulin/ pump/med: _____

Eating Concerns/ disorders: _____

Ear Infections/Tubes: _____

Seizures/Epilepsy: _____ Date of last episode: _____

History of Concussion: _____ Date occurred: _____

Fractures (Broken Bones): _____

Surgical repair and date: _____

Glasses/Contacts: Wears Daily (Yes/No) or just for reading: _____

Hearing/ Speech Impairment: _____

Heart Problems/Defects: _____

Migraine Headaches: _____

History of MRSA Infection: _____

Neuromuscular Disease: _____

History of Surgeries/ Serious Injuries: _____

Other Illnesses: _____

OVER →



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List ANY and ALL Medications that your child takes:

PLEASE INITIAL YOUR CONSENT TO THE FOLLOWING TREATMENTS:

- ☐ Triple antibiotic ointment to cuts/ abrasions
- ☐ Benadryl Cream to minor rashes and bug bites
- ☐ Caladryl or Ivy Dry for poison ivy/ oak / sumac itching
- ☐ Aquaphor/ Vaseline ointment to dry chapped lips/skin
- ☐ Ginger Ale / Sprite for Nausea/ Upset Stomach
- ☐ Salt water rinse for mouth sores
- ☐ Saline eye drops to rinse eyes, if needed
- ☐ Bactine spray to cuts/ abrasions

****If Health Information Changes during the year, PLEASE contact the school nurse @ melanie.cutchin@catapultlearning.com or call 843-651-6795 ext.# 133. Parent/Guardian: PLEASE sign and date this form below and return to School Nurse as soon as possible!! Thanks so much for your cooperation in this matter!!**

Signature of Parent/Guardian: _____ Date: _____



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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.

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: _____