



Holy Savior Catholic School
NEW STUDENT REGISTRATION FORM
 School Year: **2021-2022**



Student Name: _____

Grade: _____

If your child will be in NURSERY or PRE-K, please select the option below.

- Nursery 1:** Child must be 1 years old by September 30th. Any child turning one prior to September 30th can enter the program on the first day of school. Any child turning one on October 1st or later may enter the 1 year old program on their birthday (not prior).
- Nursery 2:** Child must be 2 years old by September 30th. Any child turning two prior to September 30th can enter the program on the first day of school. Any child turning two on October 1st or later may enter the 2 year old program on their birthday (not prior).
- Pre K 3:** Child must be 3 years old by September 30th to enter the program.
 PLEASE NOTE: This age requirement is listed in the Non Public School Bulletin 741, which lists all the policies we must adhere to.
- Pre K 4:** Child must be 4 years old by September 30th to enter the program.
 PLEASE NOTE: This age requirement is listed in the Non Public School Bulletin 741, which lists all the policies we must adhere to.

Please check-off the days he/she will be attending the Nursery or Pre K Program.

- _____ 3 days per week (Monday, Wednesday, Friday)
- _____ 3 days per week (Tuesday, Wednesday, Thursday)
- _____ 5 days per week (Monday through Friday)

- Enclosed is my registration fee per family of \$300.00 - due no later than **March 5, 2021.**
- Enclosed is my full tuition and fee payment.
- I will send full tuition and fee payment by **May 3, 2021.**
- Please send home a tuition loan application.

REQUIRED DOCUMENTS:

For auditing purposes the following is a list of the “Required Documents” that must be on file at school for each student. Your child will not be considered enrolled until all forms are submitted with the appropriate fees.

Please attach a copy of the following records with the registration forms.

- Birth Certificate
- Baptismal Certificate
- Social Security Card
- Immunization Records
- Custodial Papers (if applicable)
- Request to Transfer Records (if coming from another school for grades K-8)

NEW STUDENT REGISTRATION FORM

School Year: **2021-2022**



Student Information:

Student Name _____ Grade _____
Last First Middle

Address _____

City _____ State LA Zip Code _____

Home Phone Number (_____) - _____ - _____

Gender _____ Ethnicity (Race) _____

Student Birth Date ____/____/____ Social Security Number ____-____-____
month date year

Religion: _____

Registered Church Parish: _____

Examples: Holy Savior, St. Hilary, or St. Mary's Nativity

If non Catholic, please write: Non-Catholic.

If church parish affiliation cannot be verified by priest, parents are responsible for the Out of Parish Fee of \$225.00.

Last School Attended (if applicable) _____

Welcome!

Parent Information:

Parent Names: Mr. and Mrs. _____

Marital Status:

Single Married Divorced Separated Widowed

Divorced or Single Family Only:

Child resides with: Both Parents Mother Father Other (be specify) _____

Divorced parents, custodial designee: Mother Father Joint

Current court order provided to the school: Yes or No

Mother's Information:

Mother's Name: First _____ M _____ Last _____

Mother's Address (if different from student) _____

City: _____ State: _____ Zip: _____

Mother's Home # _____ - _____ - _____ Mother's Cell # _____ - _____ - _____

Mother's Work Place _____ Mother's Occupation _____

Mother's Work # _____ - _____ - _____ extension _____

Mother's Primary E-Mail Address _____

Father's Information:

Father's Name: First _____ M _____ Last _____

Father's Address (if different from student) _____

City: _____ State: _____ Zip: _____

Father's Home # _____ - _____ - _____ Father's Cell # _____ - _____ - _____

Father's Work Place _____ Father's Occupation _____

Father's Work # _____ - _____ - _____ extension _____

Father's Primary E-Mail Address _____

Emergency Information:

Note: Parents are automatically contacted first when there is an emergency.

Emergency Contact #1 _____ Relationship _____

Home Phone # _____ - _____ - _____ Cell Phone # _____ - _____ - _____

Emergency Contact #2 _____ Relationship _____

Home Phone # _____ - _____ - _____ Cell Phone # _____ - _____ - _____

Paternal Grandparents Information: (father's parents)

#1) Grandmother and/or Grandfather Name(s) _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ - _____ - _____

#2) Grandmother and/or Grandfather Name(s) _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ - _____ - _____

Maternal Grandparents Information: (mother's parents)

#3) Grandmother and/or Grandfather Name(s) _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ - _____ - _____

#4) Grandmother and/or Grandfather Name(s) _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ - _____ - _____

TUITION ASSISTANCE:

Any parent wishing to apply for tuition assistance should contact the school office immediately at 532-2536 for a confidential application packet. ***The deadline to apply is April 15th. NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE.***

HANDBOOK OF POLICIES:

I want to welcome you and thank you for choosing Holy Savior Catholic School for your child’s education. The policies and procedures in the student handbook have been approved by the HSCS School Board and are intended to inform and assist in the overall school experience. The principal retains the right to amend the handbook for just cause; parents will be given prompt notification if changes are made during the school year. In addition, the administration has the authority to use discretion in unforeseen circumstances, and policies are subject to interpretation by the administration.

Holy Savior Catholic School is a state approved institution that follows the policies listed in the Louisiana Department of Education’s Bulletin 741 for Non-Public Schools and the Handbook of Policies for the Diocese of Houma-Thibodaux. Local policies are approved by the Holy Savior’s School Board, which is consultative and advisory to the Principal and Pastor. Parents who need to address the Board can be added to the agenda by contacting the Principal or Chairperson of the School Board. Most situations or problems are handled by parent-teacher conference or by a conference with the Principal.

A student at Holy Savior Catholic School, as in any private or Catholic school, is under contract law meaning that students and/or parents voluntarily surrender certain constitutional protections while in school, including due process (examples: freedom of dress, freedom of speech, etc.). The faculty and administration practice *Fundamental Fairness*. Policies in the handbook are in effect for one year only and may be amended for future school years. We ask that both parent and student take time to review the handbook thoroughly at the beginning of each new school year. We ask that when reviewing the handbook, please pay close attention to the sections regarding attendance, dress code, grading policy, and discipline. This information can be viewed on the school’s plus portal page under the Student Handbook.

Holy Savior School Plus Portal Link: <https://www.plusportals.com/holysavior>

Holy Savior School Website: <https://www.htdioceseschools.org/holy-savior/>

I HEREBY AUTHORIZE THIS FACILITY:

1. To send my child to aftercare after school if he/she is not picked up within 15 minutes after dismissal bell.
2. To care for my child during the time he/she is in the facility.
3. To secure emergency medical care for my child in the event the school is unable to reach me. I/We further release Holy Savior School and the Diocese of Houma-Thibodaux from any and all liability whatsoever which results from obtaining emergency attention.

AUTHORIZATION FOR PHOTO/MEDIA RELEASE

I (we), the parents/guardians grant permission for Holy Savior Catholic School and Holy Savior PTC Activities Committee and/or the Diocese of Houma-Thibodaux to publish and print our child’s name and/or likeness on the Holy Savior Plus Portal page on the internet and/or world wide web.

I (we), further release, indemnify and hold harmless Holy Savior Catholic School, Holy Savior PTC Activities Committee, the Diocese of Houma-Thibodaux, the directors, officers, agents, pastors, employees and insurers from any and all claims and/or damages on behalf of ourselves and our child arising from the publication of our child’s name, photograph or likeness on video tape used by the school or in school publication.

This agreement shall remain in force and in effect at all times.

If you would like to opt-out of the photo/media release, please fill out the attached form.

INTERNET USE AGREEMENT FORM

Student Responsibility

As a student of Holy Savior Catholic School, I have read and agree to the terms set forth in the Holy Savior Catholic School Acceptable Use of Technology. I also know that a violation of the rules that govern the use of the Holy Savior Catholic School network may result in the revoking of my access privileges and that use deemed offensive or illegal will be dealt with by a school disciplinary action.

Parent or Guardian Responsibility

As the parent or guardian of this student, I have read the terms and conditions for Internet use. I understand that this access is designed for educational purposes and the school has taken available precautions to eliminate controversial materials. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the Internet. I hereby give permission for my child to use the Internet at school.

- Holy Savior Catholic School has limited services for students with special needs and does not discriminate on the basis of race, religion, national or ethnic origin, color, creed, sex, handicap, or ancestry.
- FINAL ENROLLMENT OF A STUDENT IS CONTINGENT UPON ACCEPTANCE OF THE POLICIES AND PROCEDURES OUTLINED IN THE HOLY SAVIOR CATHOLIC SCHOOL STUDENT HANDBOOK OF POLICIES.
- **This signed agreement must be returned to the school office and is required for final admittance of a student.**
- **My signature below indicates that I/We have read, understand, and agree to abide by the policies and procedures set forth in the Holy Savior Catholic School Student Handbook of Policies.**

Student’s Signature: _____

Date: _____

Parent’s Signature: _____

Date: _____

Photo and Media Release

HSCS is allowed to take and use photographs and/or video footage of my child.

Student's Name _____ Grade: _____

Signature of Parent or Guardian: _____ Date: _____

Address: _____

I hereby request that HSCS NOT take or use photographs or video footage of my child for the following purposes:

- ALL USES**
- School website(s)**
- School printed materials (i.e. brochures, flyers, poster, etc.)**
- Television, newspaper or magazines**
- Yearbook**
- Social Media**

Student's Name _____ Grade: _____

Signature of Parent or Guardian: _____ Date: _____

Address: _____

STUDENT TRANSPORTATION INFORMATION

PLEASE COMPLETE FOR EACH CHILD

This information is used to insure your child's proper placement for arrival and dismissal each day, unless a signed note is received from the parent or legal guardian stating there will be a change in routine. **PLEASE CONTACT THE SCHOOL BEFORE 2:00PM IF THERE IS A CHANGE DURING THE SCHOOL DAY IN YOUR CHILD'S REGULAR AFTERNOON ROUTINE.**

Child's Name: _____ Grade: _____

Parent Names: _____

Mom Work: _____ Mom Cell: _____

Dad Work: _____ Dad Cell: _____

Medical problems, if any (allergies, etc.) _____

Emergency Contact Information: **(Parents will automatically be called first)**

Name: _____ Name: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

• **PICK-UP PERMISSION/RESTRICTIONS:**

If there is a situation where a certain person is not allowed to pick up your child/children, please request a pick-up permission restrictions form to be completed and kept on file in the office.

• **CAR LINE**

_____ Yes, my child will go to car pick-up. ___M ___T ___W ___Th ___F

_____ No, my child will NOT go to car pick-up.

• **BUS RIDER:**

_____ Yes, my child will use bus transportation. ___M ___T ___W ___Th ___F

A.M. Address Picked Up From: _____

P.M. Address Returned To: _____

_____ No, my child will NOT use bus transportation.

• **MORNING CARE**

_____ Yes, my child will use Morning Care.: ___ *Regular* ___M ___T ___W ___Th ___F ___ *Drop In*

_____ No, my child will NOT use this service.

• **AFTERCARE**

_____ Yes, my child will use Aftercare.: ___ *Regular* ___M ___T ___W ___Th ___F ___ *Drop In*

_____ No, my child will NOT use this service.

PARISHIONER VERIFICATION FORM



This memo is to advise you of a Diocesan procedure that went into effect in 2007, in regards to out of parish student fees. As you may know, all students attending Holy Savior Catholic School who are parishioners of another Church parish without a Catholic school, are assessed an out of parish student fee in addition to the regular tuition. This fee is typically paid by your church parish and not by you, the parent.

All students in grades Nursery1 through 8th must have their Pastor's signature and date on file each school year as proof of verification, including Holy Savior, St. Hilary, St. Anthony, Holy Rosary, St. Mary's Nativity

If this form is not approved by the pastor, you will be billed and responsible for paying the \$225.00 out of parish student fee. Thanks in advance for your cooperation in this procedure.

PLEASE RETURN TO THE SCHOOL OFFICE.

PARENT & STUDENT SECTION:

Student Name: _____ Grade: _____

Parents' Name(s): _____

Address: _____

Registered Church Parish: _____
Example: Holy Savior, St. Hilary, St. Anthony, St. Mary's Nativity, Etc.

Please write "**NON-CATHOLIC**" in the Registered Church Parish section if applicable.

FOR CHURCH OFFICE USE ONLY:

This is to verify that the family named above, whose son(s)/daughter(s) is registered at Holy Savior Catholic School is a member of our parish.

Pastor's Approval: _____ Date: _____