

## 2024-2025 Registration Information

Holy Rosary Catholic School  
1043 Lake Avenue  
Detroit Lakes, MN 56501  
218-847-5306  
www.holyrosarycs.org

### Catholic Education – *A Lasting Gift to Your Child*

Holy Rosary School believes in the promotion of a faith community of love and compassion and the proclamation of the Gospel message. We strive toward academic excellence and spiritual growth by providing opportunities which promote the overall well-being of each student. A Catholic education will provide your family with the support and reinforcement necessary for making decisions based upon good moral judgement. A Holy Rosary education is an investment in your child's future!

#### Registration Timeline for the 2024-2025 School Year

- Thursday, February 1, 2024 - Registration materials are sent home for current students.
- Friday, February 2 – Friday, February 16 - Registration is open for current students.
- Friday, February 16 - Registration is due for current students by 5:00 p.m. Materials not turned in by this date will result in an open spot for a new family.
- Monday, February 19 - Registration opens for parish families.
- Monday, February 26 - Registration opens for others on a first come, first served basis, as space is available. Appointments for tours can be made and will be ongoing through the summer.

#### Admissions:

Holy Rosary School welcomes those families who would like to provide their children with a Catholic education. It is our intent to accept as many students as is feasible. *A child will be enrolled if we believe we can meet his/her educational needs.* Prior to enrollment, families must disclose if there is an academic concern or an established 504 or IEP plan in place at a previous school, or a physical or mental diagnosed impairment from an outside agency. Students who have been expelled, suspended, or are on probation from another school may be admitted upon careful review of the individual case. If there are questions or concerns about the ability of Holy Rosary School to meet the needs of any student, additional information and or a trial period may be established. Holy Rosary School reserves the right to suggest alternate placement, to deny admittance, or expel a student admitted during a trial period.

Determinations for Kindergarten Prep and Kindergarten enrollment, as well as Gr. 1 – 8 students who are on the waitlist, will be based on the following admission criteria.

##### Admission Criteria:

1. Siblings of Holy Rosary Parish families already enrolled in our school.
2. Siblings of non-Holy Rosary Parish families already enrolled in our school.
3. Holy Rosary parishioners not already enrolled.
4. Non-Holy Rosary parishioners not already enrolled.

After registration if we find that any grade level has filled with new parish families, we will have an enrollment lottery. This means that if we receive more applications than we have openings, we choose students through a lottery system. This would apply to Kindergarten Prep and Kindergarten classes. Registration in Kindergarten Prep does not guarantee a spot in Kindergarten. Students who have applied but aren't chosen through the lottery system will be placed on a waiting list.

## 2024-2025 Registration Information

### Classroom Size Guidelines:

We are a parish school, opening our doors to all parishioners who wish to have their children here and to non-parishioners as there is room. Each year, classroom sizes will be evaluated upon room availability, financial considerations, class population and characteristics, and overall school needs. Final decisions pertaining to the size of a class will be determined by the administration.

### Waitlist:

The recommended student enrollment is set by the Superintendent, Principal, and the School Advisory Council. The school does its best to follow this recommended capacity, however, extenuating factors may influence the decision of the superintendent and principal when determining classroom sizes. Priority on the waitlist will be determined by the admission criteria described above.

### Tuition:

Holy Rosary School must charge tuition to operate the school, maintain programs, and modestly compensate the staff. Our tuition is based upon the cost to educate a child and is established annually. After reviewing the past budget and receiving input from the School Council and the Parish Finance Council, the administrative team decides upon tuition. Parents/Guardians are notified of the tuition for the upcoming year. As part of the registration process, Parents/Guardians are required to sign a registration agreement, which is expected to be honored. A non-refundable registration fee is required for registration.

### 2024-25 Tuition Rates:

<u>Kindergarten Prep</u>		<u>Kindergarten – 8<sup>th</sup> Grade</u>	
Full Day, M/W/F	\$3,600	1 <sup>st</sup> Child	\$4,250
<i>Students must be 5 years old by June 1, 2025</i>			
Full Day, T/H	\$2,500	2 <sup>nd</sup> Child	\$3,425
<i>Students must be 4 years old by September 1, 2024</i>		3 <sup>rd</sup> Child	\$2,725

### Fundraising & Volunteering:

The bulk of our operating expenses are covered by tuition and a subsidy from Holy Rosary Parish. Fundraising activities at Holy Rosary School are necessary to make up the difference and keep the parish subsidy under 30% of the total budget.

#### Volunteering

- It is the responsibility of the families to contribute service hours per child enrolled. For KPrep students this is 6 hours per year; for K-8 students, 10 hours per year.
- If a family's volunteer requirement cannot be met, \$25 per hour short will be applied to their FACTS account in June 2025.
- If a family's volunteer hours are exceeded by 10 hours or more, they'll earn \$25/hour for every extra hour they volunteer. Extra dollars can be used towards their fundraising goal.

## 2024-2025 Registration Information

### Fundraising

- Each family is asked to commit to fundraising for each child enrolled in Holy Rosary School. The fundraising share for KPrep students is \$500. For K-8 students, the fundraising share is \$800 for the 1<sup>st</sup> child; \$650 for the 2<sup>nd</sup> child; \$525 for the 3<sup>rd</sup> child.
- Dollars raised over & above a family's fundraising goal will be split, with 50% going to Holy Rosary School and 50% going to the family's tuition account.
- Families have the option of opting out of fundraising and having their fundraising share applied to their FACTS account.

*More specifics regarding fundraising & volunteering can be found on the "Holy Rosary School Fundraising & Volunteer Information" document included with registration materials.*

### Holy Rosary School Mission Statement

*Holy Rosary School Community is rooted in the Word and energized with the Spirit of Jesus Christ.  
We cultivate our community to live as Jesus taught within the Catholic Tradition.  
We strive to build Gospel Values and promote Academic Excellence.*



# 2024-2025 Registration Information

## Instructions for Enrolling New Students:

1. Register with FACTS, our online tuition payment system: <https://online.factsmgt.com/signin/4114J>
  - A \$25 registration fee will be applied to your account if you are registered by May 31, 2024; registrations received after May 31, 2024, are charged a \$50 fee.
  - To apply for financial aid, click on the “FACTS Financial Aid” link and follow the instructions. Applications must be submitted by May 15, 2024.
2. Visit our school website, [www.holyrosarycs.org](http://www.holyrosarycs.org), to obtain registration materials. Click on “Current Families” and then “New Families” for access to printable registration forms. Forms can also be obtained at the school office.
3. The following checklist provides a list of all forms that must be turned in to the school office to ensure enrollment:
  - ☐ Student Registration Form
  - ☐ Registration Agreement Form
  - ☐ Immunization Record
  - ☐ Child Accounting Form
  - ☐ Baptismal Record
  - ☐ Birth Certificate
  - ☐ Buzz Book/Photograph/Video/Sound Release
  - ☐ Early Childhood Screening Record (Kindergarten)

*For Kindergarten, screening at 3 is preferred, but a child may be screened between the ages of 3 and the start of kindergarten as required by law. If screening was done in the school district, the public-school nurse will bring this record over to Holy Rosary School. To schedule your child’s screening contact Annie at Becker County Community Health: 218-847-5628, ext. 5419. Your child may also be screened at their Head Start, Child and Teen check-ups or a clinic that offers developmental screening.*

## Instructions for Reenrolling Existing Students:

1. Complete the “Registration Agreement Form” and return it to the school office.
2. In May, your FACTS tuition payment plan will be automatically “rolled over” to the next year and a registration fee of \$25 will be applied. Registration received after May 31 will result in a \$50 fee. If you wish to make changes to your payment plan, please contact Principal Cathy Larson. To apply for Financial Aid, click on the “FACTS Financial Aid” link and follow instructions. This is to be done annually, by May 15, 2024, even if you have applied in the past.

# HOLY ROSARY SCHOOL

## 2024-2025

### REGISTRATION FORM

Parent/Guardian Name(s) \_\_\_\_\_

**Student(s) to be enrolled in 2024-2025**

Name: \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_

Name: \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_

Name: \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_

Name: \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_

*If there is no change to the following check here:* ☐

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Father Cell: \_\_\_\_\_ Mother Cell: \_\_\_\_\_

Father Email: \_\_\_\_\_ Mother Email: \_\_\_\_\_

Other changes: \_\_\_\_\_



**HOLY ROSARY SCHOOL**  
**2024-2025**  
**REGISTRATION & ENROLLMENT AGREEMENT FORM**

**Registration Agreement:**

- ☒ I/We understand we need to complete the tuition process through FACTS online. For current families, payment will continue as the previous year, unless I request a change, through Principal Cathy Larson (ex: monthly debit verses quarterly debit, etc.) I also understand that a request for financial assistance must be submitted annually. \_\_\_\_\_ (initials)
- ☒ I/We understand our obligation to fundraise and volunteer for the 2024-2025 school year. \_\_\_\_\_ (initials)
- ☒ I/We understand that if we would like to opt out of the fundraising, we must notify Principal Cathy Larson so our fundraising share can be applied to our FACTS account. \_\_\_\_\_ (initials)
- ☒ I/We understand that if we can't make our fundraising and/or volunteer requirements, we will be charged in June 2025 for the dollar amount required of us. \_\_\_\_\_ (initials)

**Enrollment Agreement:**

Holy Rosary School works in partnership with parents in support of educating our students. Parental support is necessary for success of these efforts by: helping students build healthy priorities with schoolwork, staying informed about events and activities, ensuring prompt and consistent student attendance, communicating proactively and respectfully with administration, staff, and teachers, attending conferences, and supporting the mission, policies, and expectations of the school. Parental cooperation is essential for the success of this partnership. Just as the parent has the right to withdraw a child if desired, Holy Rosary School reserves the right to require withdrawal of a student if the administration determines the partnership with the family is irretrievably broken.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date