



Inspiring Achievement; Instilling Faith

2024-2025 Registration Forms

Mission:

St. Ann's Academy exists to provide a Catholic education in the Hornell area so that our children can learn in an environment that enables them to become well-grounded spiritually and exceptional academically.

Our Vision:

St. Ann's Academy inspires achievement and instills faith in its students and others who support its mission. We manage our resources well so a quality education is affordable to all families in the area who want their children to have a faith-based education that can provide a sound emotional and spiritual foundation for life.

St. Ann's Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Registration Fee and Due Date

Please complete and return all attached registration forms with the nonrefundable registration fee, before March 29, 2024.

Registration fee	\$150	Due by March 29, 2024
Late registration fee	\$200	After March 29, 2024

Notes:

- 1) Registrations are handled on a first come, first served basis, with priority given to full time students and returning students.
- 2) There is one registration fee per family.
- 3) Registration fees apply to all new and returning families.
- 4) Registration fees are non-refundable.
- 5) Students needing free busing must adhere to the March 18 registration deadline to ensure that the public school district that is responsible for busing them can schedule accordingly.
- 6) Please return the entire registration packet to: St. Ann's Academy PO Box 446, Hornell, NY 14843
- 7) **Questions?** Contact: Barb Berry, SAA Principal
at (607) 281-1010 or barb.berry@saacademy.org

Tuition Schedule 2024-2025

	Tuition per student (For three or more children, see note 4)	10-Month Payment Plan
Pre-K (full day)	\$4250 / year	\$425
K – 6 th Grade	\$3650 / year	\$365

Notes:

- 1) All Students **must** be completely bathroom trained to attend. Reliance on pull-ups or diapers is not permitted.
- 2) Half-day Pre-K students are welcome but unfortunately can only be accommodated if there is space available after full-time students are registered. Tuition for half-day students is \$3,050 per year.
- 3) Pre-K and Kindergarten payments may be deductible as child care expenses when filing tax returns, provided both parents work. Consult your accountant or IRS filing instructions.
- 4) Tuition assistance may be available in cases where tuition payments would present a hardship to the family. If this is the case, please submit a request in writing as soon as possible for confidential consideration by the Board of Directors, who will use federal poverty level income guidelines and the availability of tuition-assistance funds as the basis for aid.
- 5) Tuition discounts are available to families with three or more children attending. In these cases, the first two children are charged at the normal rate and the third child is charged at ½ the normal rate. If a family registers more than three students, there is no additional tuition due.

Payments

- Make checks payable to St. Ann's Academy and mail it to P.O. 446, Hornell, NY 14843.
- Credit or debit card payments are accepted at www.saacademy.org Just click "Pay Tuition" on the homepage. Be sure to include the student's name to ensure proper application of the payment.



Registration Form 2024-2025

Child Name	Entering Grade	Date of Birth	Previous School Attended

Mother /	Name	
	Address	
	Email Address	
	Phone / Cell	
	Place of Employment	

Father /	Name	
	Address	
	Email Address	
	Phone / Cell	
	Place of Employment	

Emergency Contact Information

1) Name _____ Phone (Daytime) _____

Relationship to Student _____

2) Name _____ Phone (Daytime) _____

Relationship to Student _____

Child / Children Live With _____

Brothers and Sisters	Date of Birth	Grade / School Attending

School District of Residence _____

Pick-Up Authorization In the event an individual who is not named must pick up my child(ren), I will call the school in advance to give verbal authorization.

Name	Relationship to Child(ren)

Medical Information

Child(ren)'s Physician _____ Office Phone _____

Address _____
Street City, State Zip

Medications / Allergies / Additional Information

Check here:

_____ **My child(ren)'s immunizations are up-to-date.**

Immunization records and most recent Health Appraisal **must** be provided before the start of the 2024-2025 school year for all new students per New York State.

 Parent/Legal Guardian's Signature Date

 Parent/Legal Guardian's Signature Date

Check one of the following (required):

- _____ I give permission for my child(ren) to be photographed/filmed for use in SAA publications, including, but not limited to publications via web, newspaper, radio, or television.
- _____ DO NOT photograph my child.



Request for Transportation (Grades K-6)

Submit to St. Ann's Academy when registering but no later than March 18, 2024.

Student Name(s) _____

Parent Name(s) _____

Home Address _____

Telephone _____

Email Address _____

AM Busing Departure Location:

PM Busing Destination:

Parent/Legal Guardian's Signature

Date



41 Genesee St., Hornell, NY 14843
(607) 281-1010 www.saacademy.org

Records Request

I give my permission for the _____
School District

to release all records pertaining to my child(ren), _____

_____ to St. Ann's Academy.
Student Name(s)

Printed Name

Parent/Legal Guardian's Signature Date

Please forward all information to:

St. Ann's Academy
PO Box 446
Hornell, NY 14843
barb.berry@saacademy.org

PARENT/GUARDIAN AUTHORIZATION FOR LOAN OF TEXTBOOKS FORM

Student Name _____

Student's Address _____

Name of Public School District residing in: _____

Name of Nonpublic School attending: St. Ann's Academy

LOAN OF TEXTBOOKS

I hereby request the Loan of Textbooks in the name of:

(Student's Name)

I authorize St. Ann's Academy
(Non Public School) to act on behalf of this student in identifying and ordering books to be loaned to

the student identified above, and residing in the school district above. Textbooks must be maintained in good condition. Replacement of damaged or lost textbooks, are the responsibility of the student.

SIGNATURE OF PARENT OR GUARDIAN:

DATE: _____

I certify that the students above are students in our school and that the textbooks that they request are required by said students for a period of one semester or longer.

Signature of Nonpublic School Official _____ Date _____

Phone Number 607-281-1010

District Verification _____ Date _____

Keep this form on file at the nonpublic school for the individual school districts for the duration of the student enrollment

Care and Return of SAA Property

To help with their development, students may be issued/loaned Information Technology (IT) devices such as tablets (e.g. i-pad) or notebook computers (e.g. Chromebook), or other equipment or learning materials. We hereby promise to take appropriate measures to protect loaned school property from damage, loss or theft. In the event of neglect, preventable damage, loss or preventable theft, I promise to pay for replacement of the items in-kind.

Parent/Legal Guardian's Signature

Date

Parent/Legal Guardian's Signature

Date



41 Genesee St., Hornell, NY 14843
(607) 281-1010 www.saacademy.org

Student Illness Policy

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for the illness. In order to help keep our children and staff healthy, St. Ann's Academy requires adherence to the guidelines of this policy.

Children will not be allowed to attend school or school related activities if they have anything contagious such as, but not limited to the following:

- **COVID:** Students must be symptom free before arriving at school. If the student has been exposed or prolonged symptoms the parent will assume responsibility.
- **FEVER:** May return when fever free (under 100 degrees) for complete 24 hours, without medication.
- **DIARRHEA / VOMITING:** May return when symptom free for a complete 24 hours.
- **STREP THROAT:** May return after 24 hours after first dose of antibiotic treatment and no fever for 24 hours.
- **CONJUNCTIVITIS** (pink eye): May return 24 hours after treatment begins and eyes are free of discharge.
- **RASH:** May return after consulting and being cleared by their medical professional.
- **HEAD LICE:** May return after treatment and removal of all live lice and nits from hair.
- **RING WORM:** May return after treatment begins; area should be covered while in school for first 48 hours of treatment.
- **COMMUNICABLE DISEASES** (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical professional.
- **Uncontrolled Cough:** Your child may not return until the cough is controlled.

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/Legal Guardian will be contacted and asked to pick the child up as soon as possible.

Continued on next page

The parent/Legal Guardian needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

If a student loses consciousness and/or suffers a serious injury, 911 will be called so that professional medical care can be provided immediately. Parents will be notified as soon as possible.

Acknowledgement

I(We) have received and read the above Student Illness Policy. I understand it and commit to follow this policy as it relates to my child(ren).

Parent/Legal Guardian's Signature

Date

Parent/Legal Guardian's Signature

Date

Tuition Agreement 2024-2025

The cost to educate a child at SAA exceeds \$7500. The Board of Directors strives to keep tuition affordable by being fiscally conservative, but they also need families to be involved in fundraising activities which also keep costs down. By our signatures below, we promise to pay the full amount of the tuition shown below according to the schedule shown.



	Parent/Legal Guardian	Parent/Legal Guardian
Parent Name		
Address		
City, State & Zip		
Phone		

I/We will pay the tuition in the following manner (please check one):

- One Time Payment** - full payment due 8/1/24
 Monthly (10-Month) - due on the 1st of each month beginning 8/1/24 and ending 5/1/24
 Each Semester - the first payment due 8/1/24 and the second payment due 1/1/25

Name of Student	Grade	Tuition Amount
Total Tuition Due		

Payment Option	Payment Amount

We each agree to the payment plan shown above. I/We understand that tuition payments not received by the 6th of the month are subject to a \$20 late fee. If payment is not received for two consecutive months, our account will be referred to the SAA Board of Directors for review, and my/our child(ren) may be removed from St. Ann's Academy. If I/We decide to withdraw prior to the end of the school year I/We agree to pay the balance of Total Tuition Due. In the case that my account is referred to collections for non-payment, I/we agree to pay an additional 35% servicing fee.

Parent/Legal Guardian's Signature Date

Parent/Legal Guardian's Signature Date

SAA Representative Date

Registration Checklist

√	Item Description	Page #	Due Date
	Registration Packet		3/29/24
	Registration Form and nonrefundable fee	3-4	3/29/24
	Transportation request	5	3/18/24
	Records Request (if transferring from another district/school)	6	Upon registration
	Parent/Guardian Authorization for Loan of Textbooks	7	Upon registration
	Care and Return of SAA Property	8	Upon registration
	Student Illness Policy	9-10	Upon registration
	Tuition Agreement	11	Upon registration
	Health / Immunization records		asap but no later than 8/12/24