



SAINT ALOYSIUS PARISH SCHOOL

Faith ★ Tradition ★ Innovation ★ Excellence

Thank you for showing interest in Saint Aloysius Parish School. A Catholic education is one of the best investments you can make for your child's future. At Saint Aloysius, we strive to provide our students with experiences that encourage them to grow and develop into a responsible, educated and caring person. Saint Aloysius Parish School provides a comprehensive Preschool through Eighth grade educational program based on Catholic beliefs and values. Our nurturing, experienced and highly talented professional faculty and staff strive to create an atmosphere in which students can develop their unique and individual talents and strengths.

Saint Aloysius students traditionally exceed both state and national averages on standardized tests. In 2021, we were named an Archdiocesan School of Distinct Instruction. We are honored and proud to have received the same award in 2022! Parents who choose Saint Aloysius for their children will never have to choose between academic enrichment and moral and spiritual development, because we encompass it all. Saint Aloysius Parish School integrates thinking and believing in ways that encourage intellectual growth, nurture faith and inspire action.

In 2021, Saint Aloysius Parish School was reaccredited through Middle States Accreditation Association. Since 2019, we were voted "Best Private School" in Montgomery County each year. We were also voted The Mercury's Reader's Choice award "Best Private School". Our teachers are state certified. Our faculty and staff are provided with professional development opportunities and workshops to keep them current with new educational initiatives.

Our students experience a high degree of academic success and consistently score above the national average on the Terra Nova assessment. We have had 19 Neumann Scholars since 1995, a feat not seen by many other schools. Several of our students earn academic scholarships to attend local high schools. Furthermore, our students are consistently listed on honor rolls, serve in leadership positions, and play sports on teams when they reach the high school level.

Our class sizes allow our students to build close relationships with both their peers and teachers. Our rigorous curriculum challenges our students while considering their level, we are always striving to raise each child's individual intelligence.

We are so excited that you are considering joining the Saint Aloysius community. Please know that we are here for you every step of the way. At any point that you have a question, please give us a call at 610-326-6167.

Sincerely,

Anthony Palmieri

Mr. Anthony Palmieri, M.Ed.
Principal
Saint Aloysius Parish School
844 N. Keim Street
Pottstown, PA 19464
apalmieri@saintaloyssiusschool.net
610-326-6167 X 127



844 N. Keim Street ★ Pottstown, PA. 19464 ★ 610-326-6167

www.saintaloyssiusschool.com



SAINT ALOYSIUS PARISH SCHOOL

Faith - Tradition - Innovation - Excellence

www.SaintAloysiusSchool.com

844 N. Keim Street
Pottstown, PA
19460
610-326-6167

Applications

**All applications must be completed online.
Applications can be found on our website at:**

www.SaintAloysiusSchool.com

ADMISSIONS

ADMISSIONS PROCESS

Document Checklist

All scanned documents should be submitted in PDF format.

Required documents for all students:

- + **Completed Online Application ***
- + **Payment Contract ***
- + **Copy of Immunization Record**
- + **Copy of Birth Certificate**
- + **Copy of Baptismal Certificate (if baptized)**
- + **Copy of IEP or Early Intervention Documents (if applicable)**
- + **Copy of Court Documents - describing custody arrangements (if applicable)**

Additional required documents for Kindergarten-Eighth Grade students only:

- + **Transfer of Records Request ***
- + **Textbook Loan Request ***
- + **Copy of Report Cards - Current and Previous Year**
- + **Copy of Standardized Test Results (if applicable)**
- + **Copy of Physical Examination (latest)**
- + **Copy of Dental Examination (latest)**
- + **All transfer applicants in Grades 1-8 will be interviewed by our Principal, Mr. Anthony Palmieri**

***Indicates forms that can be found on our website**

Please return all documents to:

Mrs. Luisa DeSimone

Advancement Director

ldesimone@saintalloysius.net

610-326-6167 x 434

APPLICATION 2023-2024



SAINT ALOYSIUS PARISH SCHOOL

1st thru 8th Grade

REGISTRATION AND PAYMENT CONTRACT 2023-2024

Tuition Payment Plan – Please choose one tuition payment plan on reverse side. (One Plan Per Family)

Your signature on this document acknowledges your acceptance, understanding and responsibility for all tuition payments, fees and contributions for the school year 2023-2024.

Family Last Name: _____	_____ (5 digit #) SAINT ALOYSIUS Parish Envelope Number (MANDATORY)	Parish where registered: _____ Check the one that applies: <input type="checkbox"/> Catholic <input type="checkbox"/> Non-Catholic
Mother's Full Name: _____	Cell # _____ Home # _____ Work # _____ Email: _____	Address: _____ _____ _____
Father's Full Name: _____	Cell # _____ Home # _____ Work # _____ Email: _____	Address: _____ _____ _____

If your child's last name is different from the family name listed above, please include last names below. *Please students in Grades 1-8.*

Student Name _____ 1	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student
Student Name _____ 2	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student
Student Name _____ 3	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student
Student Name _____ 4	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student

See Reverse Side →

**A contributing family is a family that contributed \$900.00 by 12/31/22 to the church.
Contributions/Donations to the Church are non-refundable.
See the Fee Schedule for 2023-2024 for additional information.**

TUITION RATE FOR CHILDREN IN GRADES 1 –8		
	CONTRIBUTING	NON-CONTRIBUTING
ONE CHILD	\$4,650	\$5,900
TWO CHILDREN	\$8,500	\$11,250
THREE CHILDREN	\$10,750	\$13,700
FOUR OR MORE CHILDREN	\$12,000	\$14,950

PAYMENT OPTIONS (Choose one payment plan per family)			
<input type="checkbox"/>	FULL PAYMENT	APRIL 15, 2023	5% discount
<input type="checkbox"/>	FOUR EQUAL PAYMENTS	JULY , OCTOBER , JANUARY AND APRIL	
<input type="checkbox"/>	TEN EQUAL PAYMENTS	JULY THROUGH APRIL	
*Full Payment discount plans apply only if all tuition, fees and contribution requirements are paid in full for the 2022-2023 school year.			

The student (s) mentioned on contract have/are applying for admission to Saint Aloysius Parish School. The undersigned assumes full responsibility for the payment of tuition and all fees and is fully aware all tuition must be paid by April 1st or 15th, 2024 through our online FACTS Tuition Management System. *In the event this financial contract is not fulfilled, the student may not be permitted to remain at Saint Aloysius School.*

All Saint Aloysius school families who wish to apply for financial aid, must first apply through the FACTS automated system. Applications will close in **March 2023**. Only families who apply through FACTS are considered for further scholarships from Saint Aloysius Parish. The application can be accessed here: online.factsmgt.com.

We reserve the right to withhold report cards, progress reports, official transcripts and reserve the right to prevent your child from remaining at Saint Aloysius Parish School if payment is delinquent.

IF YOU WITHDRAW FROM SCHOOL BEFORE THE END OF THE YEAR, TUITION REFUNDS WILL BE ISSUED ON A PRO-RATED WEEKLY BASIS. **ALL FEES AND CONTRIBUTIONS ARE NON-REFUNDABLE.**

SIGNATURE OF RESPONSIBLE PARTY: _____ DATE _____

PRINTED NAME OF RESPONSIBLE PARTY: _____



SAINT ALOYSIUS PARISH SCHOOL

KINDERGARTEN ONLY / OR KINDERGARTEN PLUS GRADES 1-8

REGISTRATION AND PAYMENT CONTRACT 2023-2024

Tuition Payment Plan – Please choose one tuition payment plan on reverse side. (One Plan Per Family)

Your signature on this document acknowledges your acceptance, understanding and responsibility for all tuition payments, fees and contributions for the school year 2023– 2024.

Family Last Name: 	<div style="text-align: right;">(5 digit #)</div> SAINT ALOYSIUS Parish Envelope Number (MANDATORY IF MEMBER)	Parish where registered: Check the one that applies: <input type="checkbox"/> Catholic <input type="checkbox"/> Non-Catholic
Mother's Full Name: 	Cell # _____ Home # _____ Work # _____ Email: _____	Address: _____ _____ _____
Father's Full Name: 	Cell # _____ Home # _____ Work # _____ Email: _____	Address: _____ _____ _____

**If your child's last name is different from the family name listed above,
please include last name below. *Please list students in Grades K-8.***

Student Name <div style="text-align: right;">1</div>	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student
Student Name <div style="text-align: right;">2</div>	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student
Student Name <div style="text-align: right;">3</div>	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student
Student Name <div style="text-align: right;">4</div>	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student

See Reverse Side →

**A contributing family is a family that contributed \$900.00 by 12/31/22 to the church.
Contributions/Donations to the Church are non-refundable.
See the Fee Schedule for 2023-2024 for additional information.**

KINDERGARTEN ONLY TUITION RATE	
KINDERGARTEN (AGE 5 by 9/01/23)	
<input type="checkbox"/> FIVE FULL DAYS (MONDAY THROUGH FRIDAY)	\$5,100

TUITION RATE WITH MULTIPLE CHILDREN IN KINDERGARTEN PLUS GRADES 1-8			
		CONTRIBUTING	NON-CONTRIBUTING
<input type="checkbox"/>	ONE CHILD PLUS KINDERGARTEN	\$8,950	\$10,450
<input type="checkbox"/>	TWO CHILDREN PLUS KINDERGARTEN	\$11,200	\$12,900
<input type="checkbox"/>	THREE CHILDREN PLUS KINDERGARTEN	\$12,450	\$14,150

PAYMENT OPTIONS (Choose one payment plan per family)			
<input type="checkbox"/>	FULL PAYMENT	APRIL 15, 2023	5% discount
<input type="checkbox"/>	FOUR EQUAL PAYMENTS	JULY, OCTOBER, JANUARY AND APRIL	
<input type="checkbox"/>	TEN EQUAL PAYMENTS	JULY THROUGH APRIL	

***Full Payment discount plans apply only if all tuition, fees and contribution requirements are paid in full for the 2022-2023 school year.**

The student (s) mentioned on contract have/are applying for admission to Saint Aloysius Parish School. The undersigned assumes full responsibility for the payment of tuition and all fees and is fully aware all tuition must be paid by April 1st or 15th, 2024 through our online FACTS Tuition Management System. *In the event this financial contract is not fulfilled, the student may not be permitted to remain at Saint Aloysius School.*

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We reserve the right to withhold report cards, progress reports, official transcripts and reserve the right to prevent your child from remaining at Saint Aloysius Parish School if payment is delinquent.

IF YOU WITHDRAW FROM SCHOOL BEFORE THE END OF THE YEAR, TUITION REFUNDS WILL BE ISSUED ON A PRO-RATED WEEKLY BASIS. **ALL FEES AND CONTRIBUTIONS ARE NON-REFUNDABLE.**

SIGNATURE OF RESPONSIBLE PARTY: _____ DATE _____

PRINTED NAME OF RESPONSIBLE PARTY: _____



SAINT ALOYSIUS PARISH SCHOOL

PRESCHOOL & PREKINDERGARTEN

REGISTRATION AND PAYMENT CONTRACT 2023-2024

Tuition Payment Plan – Please choose one tuition payment plan on reverse side. (One Plan Per Family)

Your signature on this document acknowledges your acceptance, understanding and responsibility for all tuition payments, fees and contributions for the school year 2023– 2024.

Family Last Name: _____	_____ (5 digit #) SAINT ALOYSIUS Parish Envelope Number (MANDATORY IF MEMBER)	Parish where registered: _____ Check the one that applies: <input type="checkbox"/> Catholic <input type="checkbox"/> Non-Catholic
Mother's Full Name: _____	Cell # _____ Home # _____ Work # _____ Email: _____	Address: _____ _____ _____
Father's Full Name: _____	Cell # _____ Home # _____ Work # _____ Email: _____	Address: _____ _____ _____

**If your child's last name is different from the family name listed above,
please include last name below.**

Student Name _____ <div style="text-align: right;">1</div>	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student
Student Name _____ <div style="text-align: right;">2</div>	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student
Student Name _____ <div style="text-align: right;">3</div>	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student
Student Name _____ <div style="text-align: right;">4</div>	GRADE FOR 2023—2024 _____ Check the one that applies: <input type="checkbox"/> Returning Student <input type="checkbox"/> New Student

See Reverse Side →

FEE SCHEDULE FOR **PRESCHOOL** & **PREKINDERGARTEN**

REGISTRATION FEE		STATIONERY FEE	
THREE DAY (TU., WED, TH)	\$150	THREE DAY (TU., WED, TH)	\$125
FIVE DAY	\$150	FIVE DAY	\$125

PRESCHOOL TUITION RATES

PRESCHOOL PROGRAM (AGE 3)	RATE
<input type="checkbox"/> THREE FULL DAYS (TUESDAY-WEDNESDAY-THURSDAY)	\$3,550
<input type="checkbox"/> FIVE FULL DAYS (MONDAY THROUGH FRIDAY)	\$5,550

PREKINDERGARTEN TUITION RATES

PREKINDERGARTEN	RATE
<input type="checkbox"/> THREE FULL DAYS (TUESDAY-WEDNESDAY-THURSDAY)	\$3,550
<input type="checkbox"/> FIVE FULL DAYS (MONDAY THROUGH FRIDAY)	\$5,550

PAYMENT OPTIONS (Choose one payment plan per family)

<input type="checkbox"/> FULL PAYMENT	JULY 2023
<input type="checkbox"/> FOUR EQUAL PAYMENTS	JULY 2023, OCTOBER 2023, JANUARY 2024 AND APRIL 2024
<input type="checkbox"/> TEN EQUAL PAYMENTS	JULY 2023 THROUGH APRIL 2024

The student (s) mentioned on contract have/are applying for admission to Saint Aloysius Parish School. The undersigned assumes full responsibility for the payment of tuition and all fees and is fully aware all tuition must be paid by April 1st or 15th, 2024 through our online FACTS Tuition Management System. *In the event this financial contract is not fulfilled, the student may not be permitted to remain at Saint Aloysius School.*

All Saint Aloysius school families who wish to apply for financial aid, must first apply through the FACTS automated system. Applications will close in **March 2023**. Only families who apply through FACTS are considered for further scholarships from Saint Aloysius Parish. The application can be accessed here: online.factsmgt.com.

We reserve the right to withhold report cards, progress reports, official transcripts and reserve the right to prevent your child from remaining at Saint Aloysius Parish School if payment is delinquent.

IF YOU WITHDRAW FROM SCHOOL BEFORE THE END OF THE YEAR, TUITION REFUNDS WILL BE ISSUED ON A PRO-RATED WEEKLY BASIS. **ALL FEES AND CONTRIBUTIONS ARE NON-REFUNDABLE.**

SIGNATURE OF RESPONSIBLE PARTY: _____ DATE _____

PRINTED NAME OF RESPONSIBLE PARTY: _____



SAINT ALOYSIUS PARISH SCHOOL

Faith ★ Tradition ★ Innovation ★ Excellence

FEE SCHEDULE FOR 2023-2024

REGISTRATION FEE (All grades)	Each child	\$150.00	
STATIONERY FEE (All students): Includes supplies, student magazines, consumable texts, and art fee. We will provide each child with the majority of supplies they will need to start school. Each grade will have a list of the supplies provided and some will have to purchase additional items.	Each child	\$125.00	Due 9/1/23
TECHNOLOGY FEE (Grades Kindergarten through 8)	Each child	\$150.00	Due 9/1/23

PLEASE NOTE:

Families must pick one payment plan per family that would include every student in the family.

Students who arrive at school before 7:45a.m. will be sent to the CARES classroom.
Students who are not picked up by 3:15p.m. will be sent to the CARES classroom.
Parents are responsible for all charges incurred for this care.

CONTRIBUTING MEMBER for the 2023-2024 School Year:

A registered, active member of Saint Aloysius Parish for the 2023-2024 school year is one who contributed at least \$900.00 by 12/31/22 to the church. * All fees and contributions are non-refundable.

CONTRIBUTING MEMBER for the 2024-2025 School Year:

(PLEASE NOTE: IN ORDER TO RECEIVE THE "CONTRIBUTING" TUITION RATE FOR THE **2024-2025 SCHOOL YEAR**, A FAMILY MUST HAVE CONTRIBUTED A MINIMUM OF: at least \$900.00 during the period of **1/1/23 thru 12/31/23** All fees and contributions are non-refundable. *

* This does not include Diocesan or other special collections whose funds do not remain at Saint Aloysius. Saint Thomas More and Saint Gabriel's are subsidizing parishes. If you have questions about your contribution, please call the Parish Office: 610-326-5877.



SAINT ALOYSIUS PARISH SCHOOL

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RELEASE OF RECORDS

NAME OF RELEASING SCHOOL

MAILING ADDRESS

CITY, STATE ZIP

PHONE NUMBER

FAX NUMBER

To whom it may concern:

The student named below has been enrolled in Saint Aloysius Parish School:

STUDENT'S NAME

GRADE

DATE OF BIRTH

Kindly forward the requested records to:

Saint Aloysius Parish School
844 N Keim Street
Pottstown, PA 19464
Phone 610-326-6167
Fax 610-970-9960

I hereby grant permission for the release of all academic, behavior, psychological and health records to Saint Aloysius Parish School, Pottstown, PA.

Also, please fax their most recent standardized testing (ex. Terra Nova) to us upon receipt of this records release.

SIGNATURE OF PARENT/GUARDIAN

DATE

PRINT NAME OF PARENT/GUARDIAN

DATE



SAINT ALOYSIUS PARISH SCHOOL

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Dear Parent/Guardian:

The Secretary of Education, pursuant to Section 9-923-A of the Public School Code, is authorized to purchase textbooks, instructional materials, and equipment, which may be loaned to all children residing in the Commonwealth who are enrolled in kindergarten through grade 12 in nonpublic and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren).

In order to participate in the program, a parent/guardian of each child attending the nonpublic or private school must individually request a loan of textbooks, instructional materials and equipment. The enclosed individual request form fulfills that requirement. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

Sincerely yours,

Mr. Anthony Palmieri, M.S. Ed.
Principal

Certificate of Individual Request For Loan of Textbooks, Instruction Materials and Equipment

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania Public School Code of 1949 for my child(ren) attending

_____ School.

Date Signed: _____

Signature of Parent or Guardian: _____

This program is available only to Pennsylvania residents.

(This form is to remain on file at the school)



SAINT ALOYSIUS PARISH SCHOOL

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CARES REGISTRATION 2023-2024

Student Information

Student Name _____

First

Middle

Last

☐ Female ☐ Male

Grade (2023—2024)

Student's Age _____

Date of Birth _____

Check one _____

Student Name _____

First

Middle

Last

☐ Female ☐ Male

Grade (2023-2024)

Student's Age _____

Date of Birth _____

Check one _____

Student Name _____

First

Middle

Last

☐ Female ☐ Male

Grade (2023—2024)

Student's Age _____

Date of Birth _____

Check one _____

**Primary
Address**

Street

City

State

Zip

Home Phone

Please list any allergies or other medical conditions:

Family Information (Please make certain all phone numbers/email address are current)

FATHER

MOTHER

Name _____

Name _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

Home Phone _____

Home Phone _____

Religion _____

Religion _____

Employer _____

Employer _____

Work Phone _____

Work Phone _____

Cell Phone _____

Cell Phone _____

Email _____

Email _____

Parent's Marital Status

☐

Married

☐

Divorced

☐

Separated

☐

Widow

☐

Widower

See other side



Approved list of adults with permission to pick-up your child/ren.

Name

Last

First

Relationship

Daytime Phone

Cell Phone

Signature of Contact

Name

Last

First

Relationship

Daytime Phone

Cell Phone

Signature of Contact

Name

Last

First

Relationship

Daytime Phone

Cell Phone

Signature of Contact

Describe special custody
arrangements:

My signature on this form indicates I have read the CARES Program Information document and agree to all financial and parental responsibilities of the CARES program. I understand that ONLY people whose name appears above are permitted to pick-up my child from CARES. I agree to pay all charges and fees related to the CARES program. **I have enclosed my \$25.00 registration payment.**

*Checks are to be made payable to Saint Aloysius CARES program.

Signature

Date



Saint Aloysius

CARES Program Information 2023-2024

- The CARES program opens at 7:00AM until the beginning of the school day.
And reopens at 2:45PM through 6:00PM.
- The yearly CARES Program registration is \$25 per family.
- The program follows the school calendar. When school is closed the program is closed. CARES does not operate on early dismissal days.
- CARES will begin on the first Full Day of School.
- The CARES Program will not be in session If school closes early due to an emergency or severe weather.
- Parents are responsible to keep all contact information current.
- For our information and your child's safety, we must have on record who will be picking your child(ren) up. If the person who is picking up your child(ren) is not listed on your Registration form, you will need to email the main office at schoolsec@santalloysius.net that day and call the Main Office (610.326.6167) with this change. **This is very important.** Without this note, we cannot release your child(ren). **Identification will be required** of the person picking up your child(ren).
- Families will be billed monthly. Families will be billed at the beginning of each month for the prior month's services. Payment is due on the 2nd Friday of each month. We reserve the right to suspend services for our CARES Program for accounts that are one-month delinquent.
- A \$1 per minute additional charge will be incurred if you pick up your child(ren) after your scheduled pick up time. The CARES program ends promptly at 6:00PM.
- Arts and crafts projects, outside recess/games and recreation, rest time, and snack time are just a few of the planned activities. Time is set aside during the afternoon CARES session for homework completion.
- Parents or guardians should not take children from the school yard or other areas without notifying a CARES staff member and signing out.
- Children are entitled to a pleasant and harmonious environment. The CARES program cannot serve children who display disruptive behavior. If a child cannot adjust to the setting and behave appropriately, the child will be discharged.
- We look forward to serving your child(ren) in our CARES Program.

RATES AND FEES

Registration Fee	\$25 per Family
Scheduled Rate	\$7.00 per hour/per child
Late pick-up charge:	\$1.00 per minute

Students who arrive at school before 7:45 AM will be sent to the CARES. Students who are not picked up by 3:15PM will be sent to the CARES. Parents are responsible for all charges incurred for this care.



SAINT ALOYSIUS PARISH SCHOOL

Faith ★ Tradition ★ Innovation ★ Excellence

FACTS TUITION MANAGEMENT INFORMATIONAL SHEET

We have partnered with FACTS Management Company to help us manage our tuition payment program and financial aid assessment. FACTS is used by many schools locally and over 7,000 schools nationally. It offers financial stability for the school and provides convenience to our families.

You will realize these benefits by using FACTS for your tuition payment plan:

1. **Payment Dates:** You may choose either the 1st or the 15th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable.
2. **Enrolling in FACTS:** You will receive an invite from FACTS with information necessary to enroll. Included in the invite will be the website information you will need to access. FACTS will charge a yearly enrollment fee per family: \$10 fee if choosing the pay in one installment plan or \$42 fee if choosing the pay in four-equal installment plan as well as the ten equal installment plan. **Please note:** FACTS will charge a \$30 fee for returned payment.
3. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
4. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$22.50 per year per family. In the event of death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year.

Thank you for choosing Saint Aloysius Parish School. We strive to provide the highest quality of education to your children. We thank you in advance for your support and commitment to our mission.



SAINT ALOYSIUS PARISH SCHOOL

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Dress Code for Students

General Guidelines

- All students must wear socks that show at least one inch above the shoe line.
- Hair should be neat, clean, and out of eyes. Boy's hair should not be below the nape of the neck. No shaved designs or dyed hair is permitted.
- No makeup or nail polish may be used.
- Novelty jewelry and large dangling earrings are not permitted; only small earrings and crosses or crucifixes may be worn.
- CYO apparel may be worn back and forth from school; however, it is not part of the school uniform and cannot be worn during the school day.
- Because of allergy and safety concerns, no hair spray, hair products, creams or lotions may be applied in school.

Boy's Uniform

Fall/Spring (September - October 31) and (April 1- June)

- **Boys (Grades K-4):** Navy blue uniform trousers or navy-blue uniform walking shorts, gray uniform polo with logo, socks and dress shoes.
- **Boys (Grades 5-8):** Gray uniform trousers or gray uniform walking shorts, navy uniform polo shirt with logo, socks, and dress shoes

Winter (November 1 - March 31)

- **Boys (Grades K-4):** Navy blue uniform trousers with belt(3-4), white oxford long sleeve dress shirt, gray v-neck sweater, or vest, full-zip jackets, uniform tie, socks and dress shoes.
- **Boys (Grades 5-8):** Gray uniform trousers with belt, white oxford long sleeve shirt, navy blue v-neck sweater or vest, uniform tie, socks and dress shoes.

Girl's Uniform

*****Please note that girls' uniforms should not be shorter than 2 inches above the knee.***

Fall/Spring (September - October 31) and (April 1- June)

- Girls (Grades K-4): Plaid jumpers, navy skort or blue uniform shorts, white uniform blouse or gray uniform polo shirt with logo, socks and dress shoes.
- Girls (Grades 5-8): Plaid kilt or gray walking shorts, navy uniform polo with logo, socks and dress shoes.

Winter (November 1 - March 31)

- Girls (Grades K-4): Plaid jumpers or blue uniform pants, white "peter pan" long sleeve uniform blouse, blue uniform cardigan sweater, (optional), gray v-neck sweater or vest with pants, socks and dress shoes.
- Girls (Grades 5-8): Plaid kilt or gray uniform pants, white oxford long sleeve uniform blouse, navy v-neck sweater or vest, full-zip jacket, socks and dress shoes.

Shoes

- Sturdy, flat leather with rubber soles and heels (dark brown, black, or navy only) that will offer the appropriate support for the students. Appropriate styles are docksides, oxfords, dark bucks and loafers. Inappropriate styles ballerina, sneaker-type, boots, etc. are not acceptable shoes.
- Sneakers are permitted only on gym days or special dress down days.
- Shoe laces must be tied and the appropriate color for the shoes.
- Students may wear any type of sneakers on their physical education day.

Gym Uniforms

Official Gym Uniform (same for both girls and boys)

- St. Aloysius gray polo shirt or athletic shirt, navy sweatpants and sweatshirt with logo.
- St. Aloysius gym shorts with logo during warm weather.
- Shoes - sneakers must be tie or Velcro type that offers good support. (No slip on type of sneakers.)
- White socks must be worn and must be above the top of the shoe line.
- A plain long sleeve white/navy shirt under gym shirts is permitted.
- St Aloysius sweatshirt only. No CYO sweatshirts are permitted to be worn during the day.

****St. Aloysius sweatshirt or shorts are optional; no others may be worn.***

Uniforms may be purchased from the following places:

Uniform Exchange Room at school

The uniform exchange room is open Tuesday, Wednesday, and Thursday this summer between 9:00AM – 2:00PM.

Stop by and check out all that we have. Items are \$1.00 each and *benefit the Home and School Association.*

Uniform Store: Flynn and O'Hara Uniforms

Festival Shopping Center
404 West Lincoln Highway

Exton, PA 19341

610.594-1970 or 800-441-4122

<https://flynnohara.com/shop/st-alloysius-school-pa907/>

Online Store:

Full-Zip Jackets, hats, sweatshirts, t-shirts, hoodies and more!

<https://saintalloysius.logoshop.com/>

Gym athletic shirts and House Shirts:

<https://saint-als-spirit.spiritsale.com/>

Reasons why Saint Aloysius stands out from other schools...

Saint Aloysius Catholic Identity

- Education rooted in the Catholic Faith since 1912
- Daily Prayer and Pledge of Allegiance
- Sacramental Preparation for First Penance, Holy Communion and Confirmation
- Student led Masses
- Living Rosary
- Living Stations of the Cross
- Stations of the Cross weekly during Lent
- Preschool 3 – 8th Grade “True meaning of Christmas” Pageant
- Retreats
- Service Hours Requirement—Middle School
- Many Service Project opportunities
- Student opportunity for Reconciliation throughout the year
- Clothing, Food and Toy Drives

Saint Aloysius Academic Excellence

- Fully Accredited by Middle States Association
- Voted Best Private School in Montgomery County in 2018, 2019, 2020 & 2022
- Voted Best Private School through the *Pottstown Mercury* Reader’s Choice Awards 2019, 2020, 2021 & 2022
- Archdiocesan School of Distinct Instruction Award 2021 & 2022
- 19 Neumann Scholars receiving Full or Partial Academic Scholarships to an Archdiocesan Catholic High School
- Excellent Standardized Testing Scores
- Art Class, Music Class, Physical Education Class, Technology Class and Library Class weekly
- Instrumental Music Instruction for Band and String instruments offered for grades 3-8
- Professional Development for Continuing Education for our Teachers
- Honors Math Program
- Spanish Program grades 4-8
- Middle School Electives
- Middle School House System
- Accelerated Reading Program
- Small Class sizes with Personalized Instruction

Saint Aloysius Advanced in Technology

- Interactive Promethean Boards in every Classroom
- One-to-One Chromebooks in grades 3th—8th
- iPad Classroom Carts
- State of the Art Technology Media Center
- Fully Equipped Science Laboratory



Saint Aloysius Resources Available

- Five-Day and Three-Day Preschool 3 and Pre-K4 options
- Full Day Kindergarten
- Resource Room where students work in small groups for remediation and acceleration
- Enrichment Program
- Learning Support for Reading and Math provided by the Montgomery County Intermediate Unit
- Afterschool Clubs and Sports (Art Club, Band, Spring Musical, CYO Sports, STEM, Robotics, Dance)
- Guidance Counselor
- Speech Therapist
- Registered Nurse
- Before and After School CARES program
- Daily Hot Lunch
- State of the Art Electronically Secured and Monitored Facilities
- Financial Aid (FACTS)
- Transfer Grants for students in grades 2nd through 7th transferring from public school
- Spanish Grants for eligible students
- New Family Referral program
- Faculty Members are First Aid/CPR trained (AED onsite)
- Parent based Home & School Association (many activities and events planned)



Become part of the Saint Aloysius Family!



Saint Aloysius Parish School Volunteer Clearances

There are many opportunities to volunteer. The Home & School has many fundraisers and events that require volunteers. Your child's teacher or homeroom parent will also ask for volunteers to help out in the classroom, assist with classroom parties, or chaperone a field trip. The School Lunch Room is always in need of volunteers. The CYO Program needs volunteers to coach or help with the snack bar. Our school community complies with all of the Safe Environment requirements set forth through the Archdiocese of Philadelphia Office of Child and Youth Protection. We make every effort to create a network of protection for the children. Please review the requirements and begin to work on obtaining clearances as soon as possible. There are times throughout the year that we may have to decline entrance into the school for a function if you are without clearances. Thank you very much for your understanding and support.

To volunteer at Saint Aloysius you must complete the following:

- FBI Fingerprint (except if you have been a PA resident in PA for 10 consecutive years. If you have been a resident for 10 consecutive years then you will only need to sign the Disclosure Application.
- Criminal History Record Check (renew every 5 years – forms available on the school website)
- Child Abuse Clearance (renew every 5 years – forms are available on the school website)
- Safe Environment Class I – Protecting God's Children Workshop (required once – go to www.virtus.org for class information)
- Safe Environment Class II – Mandated Reporter On-Line Course (required once – go to www.virtus.org for class information)
- Mandated Report Acknowledgment Form (if training is taken before 12/31/14)
- Signed Volunteer Disclosure Statement (*included in this packet– sign form and return.*)

All volunteers would be responsible for the fees to obtain the necessary clearances. There is no charge for the Safe Environment classes. For questions regarding clearances, please contact Deacon George Harmansky at 610-326-6167, ext. 423 or Harmansky@saintalloysius.net.

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one

of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____



ARCHDIOCESE OF PHILADELPHIA

Mandated Reporter Acknowledgement Form

***For Priests, Deacons, Religious Pastoral Ministers,
Administrators, Staff and Volunteers who have direct contact with children.***

By my signature below, I hereby acknowledge that I am now, or may in the future be, considered a mandated reporter under the laws of the Commonwealth of Pennsylvania based upon my ministry, work or status as a volunteer with the Archdiocese of Philadelphia, or an entity, school or organization affiliated with the Archdiocese of Philadelphia.

I further hereby acknowledge that I have received and reviewed the Archdiocese of Philadelphia's policies regarding mandated reporting effective November 2014 as outlined in the Mandated Reporting brochure.

I understand that my failure to report suspected child abuse in accordance with all applicable Pennsylvania laws and Archdiocesan policy may result in penalties being imposed upon me under Pennsylvania law and/or Archdiocesan policy.

PRINT FULL NAME: _____

SIGNATURE: _____

DATE: _____

PLACE OF SERVICE: _____



*"The prevention of child abuse
and protection of young people are two
of our greatest shared responsibilities."*

— Archbishop Charles Chaput



Mandated Reporters

Under Pennsylvania law, any person, paid or unpaid, who works, volunteers and/or comes into direct contact with children in a program, activity or service is a mandated reporter and must immediately report suspicions of child abuse or neglect.

Within the Archdiocese, this includes all members of clergy, parish and school staff, and volunteers who are likely to come into direct contact with children.

Please remember the Office for
Child and Youth Protection is available to help
survivors of sexual abuse and their families.

Victim Services can be reached at (888) 800-8780 or
(215) 587-3880 or email at philavac@archphila.org



OFFICE FOR CHILD AND
YOUTH PROTECTION

ARCHDIOCESE OF
PHILADELPHIA

www.childyouthprotection.org

www.archphila.org

MANDATED REPORTING

Over the last decade the Archdiocese of Philadelphia has become a leader in developing safe environments for children. Through education and awareness, the Office of Child and Youth Protection assist parish families, Catholic school families and their communities with resources and services.



OFFICE FOR CHILD AND
YOUTH PROTECTION

ARCHDIOCESE OF
PHILADELPHIA

What must be reported?

The Standard for reporting suspected abuse/neglect in Pennsylvania is a “reasonable cause to believe” that a child is the victim of abuse/neglect. First hand observation of abuse is not required.

Indicators of Abuse *(Source: PA Family Support Alliance)*

As mandated reporters, it is important that you are able to recognize indicators of abuse.

Signs of Physical Abuse

- Unexplained bruises, welts, human bite marks, bald spots
- Numerous bruises in various stages of healing
- Marks on many surfaces of the body
- Unexplained burns, especially cigarette or immersion burns
- Withdrawal or aggression—behavioral extremes
- Uncomfortable with physical contact
- Afraid to go home
- Dressed inappropriately for the weather
- Cringes when approached by an adult (fears getting hit)
- Overreacts to accidents such as spilling milk
- Does not want to talk about home life
- Extreme attachment to parents
- Extreme attentiveness to needs of parents

Signs of Neglect or Psychological Abuse

- Unattended medical needs
- Consistent lack of supervision
- Persistent hunger, poor hygiene or inappropriate dress
- Distended stomach or emaciated body
- Delayed physical development
- Substance abuse
- Regularly displays fatigue or listlessness
- Steals food or begs
- Habit disorders (sucking, rocking, etc.)
- Passive or aggressive behavior extremes
- Neurotic traits such as sleep disorders or inhibition of play

Signs of Sexual Abuse:

- Pain or itching in genital area
- Bruises or bleeding in external genitalia
- Frequent urinary or yeast infections
- Torn, stained or bloody underclothing
- Sexually transmitted diseases
- A child’s report or self-disclosure
- Sexual knowledge beyond what is natural for a child
- Preoccupation with their body
- Acting out sexual behavior
- Withdrawal, chronic depression
- Self devaluation and lack of confidence
- Problems with bedtime or afraid to go to bed
- Bedwetting — especially if it begins in a child who has been dry



How do I make a report if I suspect abuse?

If you suspect a child is being abused or neglected, the follow three steps must be followed:

1. Call ChildLine at **800-932-0313**
2. Within 48-hours of your report, submit a written CY-47 report with the county Children & Youth services where the alleged abuse took place.
3. Notify the head of your institution immediately.





SAINT ALOYSIUS PARISH SCHOOL

Faith ★ Tradition ★ Innovation ★ Excellence

Health Room Notes

Hello Families!

Welcome to Saint Aloysius! We are so glad to have you here. Here are just a few reminders from the Nurse's office to help jump start your journey with us.

Vaccines Requirements:

PA state law has vaccinations requirements for school age children. The Pottsgrove school nurse reviews our records to make sure we are in compliance. These do get reported to the state. **ALL students** in grades K through 8th must have these vaccines in order to start school. The requirements are as follow:

- 4 doses of Dtap- some students have 5 doses (1 dose on or after their 4th Birthday)
- 4 doses of Polio (4th dose on or after their 4th birthday and at least 6 months after previous dose)
- 2 doses of MMR
- 3 doses of Hepatitis B
- 2 doses of Varicella (chickenpox) or evidence of immunity

Students starting in 7th grade are required to have 2 additional vaccines:

- 1 dose of Tdap
- 1 dose of Meningococcal conjugate vaccine (MCV)

Please have your physician provide the most up to date copy of immunizations. Please note, per the Archdiocese of Philadelphia policy the **only exemption for vaccination requirements is medical**. If this pertains to your child, please have the physician provide a letter.

Physical and Dental exams:

Each year we ask that parents provide an updated copy of their physical and dental exams to the school. This can easily be done by asking your physician or dentist at time of visit to fill out the form. Some offices have their forms already to print out and those are accepted too. Extra copies are available in the nurse's office. **Physical examinations are required upon entry to school (K) and grade 6th. Dental examinations are required in Kindergarten, 3rd grade and 7th grade.** Please don't make a special visit but have them fill it out at your next regularly scheduled visit.

Medication:

If your child during the school year will need to take a medication, a form will need to be filled out by the physician. This includes any over the counter medications as well (i.e. Tylenol, Motrin, Benadryl). The family is then responsible for providing the medication. If your child has a severe allergy and needs an epi pen on hand, the physician will also be required to fill out this form or provide a letter for the medication. The family is also responsible for providing the epi-pen.

Any questions or concerns with any of this, please reach out to nurse@saintalloysius.net or 610-326-6167 ext. 123. Thank you for your help and cooperation in this matter. I look forward to seeing your child walk the halls of our great school!

Julie DeMichael, RN, BSN
School Nurse

Policy for Administration of Medication



Dear Parent / Guardian:

According to the State Health Code, including the State Board of Nurse Examiners, the school nurse **may not administer** any prescription medication without a written order from your child's physician indicating the name of the medication, the dosage, the reason it is being given and the time to administer it in school. ***Your signature is also required.***

Also, the school nurse is **not permitted to administer** non-prescription medications (over-the-counter or patent medications) without a physician's written permission. The name of the medication, the dosage, the reason and the time to be administered must be included in the permission statement. ***Your signature is also required.***

In order for the school nurse to administer prescription medications, St. Aloysius Parish School requires that you ask your physician to complete the enclosed form. In the event your child needs non-prescription medications, fill in the name of the medications below and ask your doctor to sign it. Have your child return the form to the school nurse. Medications must be labeled properly – including the date, the name of the student, the name of the medication, the dosage, the reason it is being given and the time to administer it.

The school nurse will be glad to administer medications in keeping with the State of Pennsylvania regulations upon you and your physician's completion of the "Permit to Administer Medication" form. ***Phone permission is not acceptable.*** Thank you for your cooperation in this important matter.

Non-Prescription
Permit to Administer Medications
(Signed permit good for current school year only)

Student Name: _____ Homeroom: _____

Name of Non-Prescription Medication: _____

Strength of Medication: _____ Amount to be given: _____

Dates to be given: _____ Time to be given: _____

Signature of Parent / Guardian

Phone Number

Date

Signature of Physician

Phone Number

Date

Prescription
Permit to Administer Medications
(Signed permit good for current school year only)

Student Name: _____ Homeroom: _____

Name of Non-Prescription Medication: _____

Strength of Medication: _____ Amount to be given: _____

Dates to be given: _____ Time to be given: _____

Signature of Parent / Guardian

Phone Number

Date

Signature of Physician

Phone Number

Date



Saint Aloysius Knights CYO

CYO (Catholic Youth Organization) Sport teams are available for Saint Aloysius Parish School students and students in the Saint Aloysius PREP program.

Registration information is posted on the main Parish website at www.santalloysius.net.

There are fees charged to sign up (vary based per sport).

Fall:

Soccer (Co-ed).....6th - 8th Grade

Cross Country (Coed)4th - 8th Grade

Girl's Volleyball.....5th - 8th Grade

Football (Boys)5th - 8th Grade (Ches-mont Football)-*Not part of CYO*

Winter:

Basketball (Individual Boys & Girls)...4th—8th Grade

Spring:

Baseball (Boys).....6th - 8th Grade

Softball (Girls).....6th - 8th Grade

Track & Field (Coed).....4th - 8th Grade

Golf (Coed).....6th—8th Grade

Coaches are needed and must have up to date clearances.

EITC INFORMATION

**EVERY CHILD DESERVES AN EDUCATION THAT
ENABLES AND INSPIRES THEM TO SUCCEED.**



Did you know that you can redirect your tax dollars to a Catholic School of your choice?

Individuals

Individuals with a tax liability can now join a Special Purpose Entity (SPE) to take full advantage of the PA EITC programs.

- Use the credit on personal PA taxes
- 90% tax credit for a 2-year commitment
- Currently recruiting members
- Designate to a Catholic school of your choice

Businesses

PA businesses can contribute up to \$750K. C-Corps, S-Corps, LLCs and Limited Partnership are eligible to participate.

- Available to businesses in PA
- Receive a 75% credit for 1-year commitment or 90% credit for 2-years
- New businesses can apply by July 1st
- Designate to a Catholic school of your choice

For more information about how you can redirect your tax dollars to support Catholic Education, contact:

**Mrs. Cathy Remick, Saint Aloysius Parish School
610-326-6167, ext. 427 / Remick@saintalloysius.net**

Partners for Education



SAINT ALOYSIUS PARISH SCHOOL

844 N. Keim Street ~ Pottstown, PA 19464 ~ 610-326-6167

www.SaintAloysiusSchool.com



TRANSFER GRANT 2023-2024

**St. Aloysius Parish School
offers a one year \$1,000
grant for any new student
transferring into grades
two through seven
from a public school.**

**GRADES 2-7
\$1,000
TRANSFER
GRANT**



For more information, please contact:

Mrs. Luisa DeSimone

Advancement Director

ldesimone@saintalloysius.net

610-326-6167 x 434



SAINT ALOYSIUS PARISH SCHOOL

Faith ★ Tradition ★ Innovation ★ Excellence

Tuition Assistance for 2023—2024

Dear Families,

Any Saint Aloysius Parish School family who wants to apply for tuition assistance for the 2023—2024 school year must apply through FACTS. No family will receive tuition assistance of any kind unless they first apply through FACTS. The amount of aid awarded depends on the number of applicants and the amount of money in our tuition assistance fund. Please apply by March 2023.

School ID Code

Saint Aloysius: 12971

Deadline

Priority deadline 12/31/2022, but will remain open on a rolling basis until March 31, 2023.

Applications submitted without documentation will not be finalized. Your 2022 tax return(s) must be entered before 3/31/23.

Eligible Grades

PK-4, K, 1, 2, 3, 4, 5, 6, 7, 8

FACTS

Processing Fee (required)

Required Supporting Documentation

Applications submitted without documentation will not be processed.

- Most recent paystubs
- Prior year W-2 forms for all jobs.
- Prior year filed tax return: 1040, 1040A, 1040EZ with all schedules
- Prior year filed business tax return: 1120, 1120S, 1065 (if applicable)
- Supplemental income documentation: Social Security income, Welfare, Food Stamps, Child Support,
- 1099-M Forms, Worker's Compensation, Unemployment, Veterans Benefits, Housing Allowance, etc.

Submitting Documentation

Application IDs must be included on all documents. Failure to include your ID will delay processing of your application.

Contact Information

FACTS Management Company – K-12 Phone: 866.412.4637

Notification of Financial Aid

Once your application is processed, a financial aid recommendation will be forwarded to **Saint Aloysius**.

FACTS — Financial Aid Application Instructions

1. Online Application

VISIT: online.factsmgt.com.

Documentation can also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID on all faxed or mailed correspondence.**

FACTS Grant & Aid Assessment, P.O. Box 82524, Lincoln, NE 68501-2524

2. Section 1 – Household Information

Parent/Guardian: Enter the parent or guardian's contact information. Please be sure to enter all fields with accuracy.

Dependent: Enter all dependents that live in the household. For dependents in college, select the "attending another private school" status option. Please be sure to enter all fields accurately, for the 2019-2020 school year.

3. Section 2 – Selecting A School

Enter your school's five-digit code or name in the search box. If you want to search for schools near you that are participating in the Smart Aid program, you can search by city and state. Make your selection by checking the select check box. Once a school or multiple schools are selected, you will then need to select the student(s) you wish to apply for aid at the appropriate school(s). After the school(s) have been selected, you will then need to select the upcoming grade for the student, student code (if applicable), and tuition expected for the upcoming year.

4. Section 3 – Income & Expenses

Enter any income the household receives, employment, business or supplemental. If the work status is selected as 'employed', 'self-employed', 'unemployed, receiving benefits', or 'disabled, receiving benefits,' you will be required to enter this income source in the appropriate section before moving through the application. Please enter all expenses as they pertain to your household. Please be sure to enter all fields with accuracy.

5. Section 4 – Assets & Debts

Enter all assets and debts as they pertain to your household. Please be sure to enter all fields with accuracy.

6. Section 5 – Special Circumstances

Check off any special circumstance that pertains to your household. If no option available best describes your household's circumstance, please check 'other' and describe your situation.

7. Section 6 – Submit

If your school uses family school codes, please be sure to make the appropriate selection. Please agree to **FACTS** terms and conditions. Click SUBMIT to complete your online application.

Frequently Asked Questions

Q: Who should complete this aid application?

A: Whomever the child resides with should fill this application out, whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives.

Q: Why do I need to input my spouse's information if I am remarried and they are not legally responsible for my children?

A: **FACTS** calculation works off of the total household income, therefore including all income, whether the party is legally responsible for your children or not. Our system however, does take into effect your spouse's expenses as well as their income. It is important to list all expenses that are asked of within the application.

Q: I do not have the required tax documents. HELP!

A: Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the projected amount.