



St. Martin de Porres Catholic School  
 "Where Every Child is a Shining Star"  
 2225 Hampton Street  
 Columbia, South Carolina 29204  
 (803) 254-5477

[www.saintmartindepores.org](http://www.saintmartindepores.org)  
<https://www.facebook.com/StMartindePorresSchool>

**Mission Statement**

St. Martin de Porres Catholic School, a ministry of St. Martin de Porres Catholic Church, is vibrant, Christ-centered and emphasizes the joy and wonder of learning in a loving and caring atmosphere. We promote high academic and social standards and challenge our students to do their best. Rooted in our Catholic identity, we provide students of diverse faiths a rigorous curriculum which allows for academic success. We nurture students to develop a love of learning where "Every Child is a Shining Star".

Revised July 2016

**Vision Statement**

Our Vision is to be a respected Pre-K-6 inner-city Catholic School that is known for its Christ-centered values and academic excellence. We are actively preparing future leaders to be successful.

Revised July 2016

**Registration Form 2020-2021**

Student's Name \_\_\_\_\_ Male Female  
 Last First Middle

**CHECK THE GRADE FOR WHICH YOUR CHILD WILL BE ENTERING 2020-2021**

- |  |  |
|--|--|
| <input type="checkbox"/> Pre-3   | <input type="checkbox"/> 2 <sup>nd</sup> Grade |
| <input type="checkbox"/> Pre-4   | <input type="checkbox"/> 3 <sup>rd</sup> Grade |
| <input type="checkbox"/> Kindergarten (Must be 5 years old by Sept. 1st) | <input type="checkbox"/> 4 <sup>th</sup> Grade |
| <input type="checkbox"/> 1 <sup>st</sup> Grade                           | NA 5 <sup>th</sup> Grade                       |
|  | NA 6 <sup>th</sup> Grade                       |

<input type="checkbox"/> Re-Enroll
<input type="checkbox"/> New Student

**Only new students complete this:**

School Entering From \_\_\_\_\_ School District \_\_\_\_\_ School Address \_\_\_\_\_  
 School Phone Number \_\_\_\_\_ Reason For Transfer \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

Phone # \_\_\_\_\_ Parents are: \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated

Child lives with \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Guardian

Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Place of Business \_\_\_\_\_

Work Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Place of Business \_\_\_\_\_

Work Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail \_\_\_\_\_

Please Print

Please Print

Guardian's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Work phone # \_\_\_\_\_

Place of Business \_\_\_\_\_ Cell # \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Why did you choose St. Martin's? \_\_\_\_\_

Number of Brothers \_\_\_\_\_ Number of Sisters \_\_\_\_\_  
Older Younger Older Younger

**Ethnicity:**

\_\_\_\_ African American \_\_\_\_ Caucasian \_\_\_\_ Hispanic \_\_\_\_ American Indian \_\_\_\_ Multi-Racial \_\_\_\_ Asian \_\_\_\_ Other

**Church Denomination:**

\_\_\_\_ Catholic Name of Church \_\_\_\_\_

\_\_\_\_ Other Denomination Name of Denomination \_\_\_\_\_ Name of Church \_\_\_\_\_  
(Baptist, Methodist, Episcopal, etc)

**What Public School and District would your child be obliged to attend if he/she did not attend St. Martin de Porres Catholic School: Name of School \_\_\_\_\_  
\_\_\_\_ Richland One \_\_\_\_ Richland Two \_\_\_\_ Other \_\_\_\_\_**

Please state the person who will be responsible for paying the tuition:

Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship to the student: \_\_\_\_ Mother \_\_\_\_ Father \_\_\_\_ Guardian \_\_\_\_ Other \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Email \_\_\_\_\_

**Registration and acceptance are not complete until the following forms are received from new students.**

\_\_\_\_ Registration fee is paid (\$50.00 non-refundable fee must be paid when the form is returned).

\_\_\_\_ **All School Fees Paid Before the First Day of School**

\_\_\_\_ Copy of Custody Agreement (If applicable)

\_\_\_\_ Two Proofs of current resident (Copy of Lease Agreement, Utilities, Phone, etc)

\_\_\_\_ Current Copy of Report Card and Standardized Test Scores

\_\_\_\_ Results of Test for Learning (disabilities if applicable)

\_\_\_\_ **IEP (If Applicable and must be submitted to principal before student can start school.)**  
*\*Any student with an IEP from another school or school district must be shared with the principal before the student can be enrolled.*

\_\_\_\_ Copy of Birth Certificate

\_\_\_\_ **\*\*Copy of South Carolina Immunization Certificate**

**St. Martin de Porres Catholic School  
SCHOOL FEES**

Registration	\$	50.00	
PTO Dues	\$	25.00	Per Family
Diocese Fee	\$	42.00	
Insurance	\$	13.00	
Activity Fee	\$	20.00	
Textbooks for Grades K-6	\$	100.00	
<b>TOTAL FEES</b>		<b>K-6 \$250</b>	<b>PRE-K 3 &amp; 4 \$150</b>

**\*\*The Balance of the School Fees must be paid by August 14, 2020. This is minus the non-refundable \$50 for Registration, which is due by May 1<sup>st</sup> of each year.**

**TUITION AMOUNT AND PAYMENT PLANS**

**\*\*All returning families may qualify for a special grant. Please check with the principal.**

	YEARLY	MONTHLY
<b>1 Child</b>	<b>\$6100.00</b>	<b>\$610.00</b>
<b>2 Children</b>	<b>\$7300.00</b>	<b>\$730.00</b>
<b>3 Children</b>	<b>\$10,000.00</b>	<b>\$1,000.00</b>

**St. Martin de Porres Registration Process**

- ***All families are required*** to establish a FACTS Account. FACTS Management charges all new families a one-time enrollment charges of \$44.00. **The school office cannot accept tuition payments in the office. Tuition payment can be 10-11 equal payments. Payments are to be paid monthly and on-time!**
- ***Tuition Assistance Application are available online at <http://online.factmgt.com>***  
Complete and submit the Financial Aid Form in FACTS, including the \$38 financial aid application fee. This includes both new and returning families.
  1. Students that register for the next year will receive a credit of \$38 against their first tuition payment. **Any assistance offered is based on the financial status of the school.**
- Submit registration form and supplemental documents to the office by May 1<sup>st</sup>, indicating on the form the Tuition Management and Financial Aid Forms (if applicable) have been submitted online.
- ***Financial assistance applications will be reviewed by School Advisory Board on a family-by-family basis with full confidentiality.***
- Families will meet with the school principal to review financial assistance award (if applicable) and sign tuition contract by June 1.

**\*\*Priority registration deadline is May 1<sup>st</sup>. Applications for new or returning students that are submitted by this date will have priority review for financial assistance.**

*Applications submitted after May 1<sup>st</sup> will be reviewed in the order, they are received with a 30-day turnaround.*

- Students qualifying for Exception SC and receiving the Scholarship will incur an additional fee for support services \$4800. This fee will cover the expense of a Special Education Instructor and other services. However, the Exceptional SC Scholarship will cover this additional fee (s). Parents will not pay for this expense out-of-pocket. For additional information, please contact Mrs. Gilliard at the school.
- Students withdrawing from St. Martin de Porres Catholic School at any time during the first of the school year are required to pay the remaining balance of half the annual tuition rate. Students withdrawing at any time during the second semester of the school year are required to pay full tuition price. Tuition is not pro-rated based on daily attendance. **Transcripts and records will not be released until the balance is paid in full by cash, certified check, or money order.**

### Fund-raising

Throughout the year, we have fund-raisers to help with the operation of the school and to keep tuition affordable. Each family is being asked to support the Annual Gala and other activities. Non-participation will result in \$100.00 being added to the tuition.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410      Fax: (202) 690-7442 or email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**This institution is an equal opportunity provider.**

### **HOT LUNCH PROGRAM**

St. Martin de Porres Catholic School participation in the National School Lunch Program. Application for free and reduced price will be sent home at the beginning of the school year. Students can bring lunch from home or buy a school lunch. It is important that all students eat a healthy lunch daily. **Monthly menus are sent home.**

**Lunch Prices:      \$3.70 -Paid              Reduced - \$.40      Adult - \$4.00**  
**Breakfast Prices: \$2.20 – Paid              Reduced - \$.30**

**St. Martin de Porres Extended School Care Program  
2020-21 School Year**

Our extended School Care Program is a service to working parents whose children attend St. Martin de Porres Catholic School. The program begins on the first full day of school and ends the last full day of the school year.

After School Program: 3:15 p.m. – 5:30 p.m. (School Days Only)

After School Program: 2 p.m. Dismissal Days – 2:15 -5:30 p.m.

**NO AFTER SCHOOL ON 12 P.M. DISMISSAL DAYS**

Note: A child who stays in after school for three or more days a week is charged the weekly rates.

**Weekly Rates**

Pre-K3 – 6<sup>th</sup> Grade

1 Child                    \$20.00

2 Children                \$35.00

3 Children                \$45.00

Fees may be paid weekly or monthly. Students will not be able to participate in the After-School Program, if the fees are not paid each month.

**Extended School Care Program Registration Form  
2020-2021**

If you wish to participate in this program, please complete the form below:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ will participate in the After School Program

Parent Name \_\_\_\_\_ Cell # \_\_\_\_\_ Wk# \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

If you can't be contacted, please indicate the following:

Person(s) to whom your child may be released:

Name \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_

Name \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_

**\*\*Students not picked-up by 5:30 p.m. will be charged an extra \$5.00 for each 15 minutes overtime\*\***

**We asked that parents make a monetary donation to assist with the afterschool snacks. The goal is for students attending to have a small snack. If we do not received donations for snacks, we will not be able to continue offering snacks. Extended Care fees are very reasonable.**