



St. Martin de Porres Catholic

"Where Every Child is a Shining Star"

2225 Hampton Street

Columbia, South Carolina 29204

(803) 254-5477

www.saintmartindepores.org

www.facebook.com/stmartindeporesschool

Mission Statement

St. Martin de Porres Catholic School, is a Christ-centered institution that emphasizes high academics and social standards in a caring environment. The school is grounded in the Catholic identity that provide students of diverse faiths a rigorous curriculum which allows for academic success.

Vision Statement

To provide our students with an environment which focuses on quality academic challenges which will result in academic excellence. Our focus is to prepare future leaders with the tools to be successful as they venture forth in a very changing world and environment.

Registration Form 2025-2026

Student's Name _____ Male _____ Female
Last First Middle

CHECK THE GRADE FOR WHICH YOUR CHILD WILL BE ENTERING 2025-2026

Infant/Toddler (Must be 2 years old) _____
Pre-K4 (Must be 4 years old by Sept. 1st) _____
Kindergarten (Must be 5 years old by Sept. 1st) _____
Montessori _____

_____ 1st Grade
_____ 2nd Grade
_____ 3rd Grade
_____ 4th Grade
_____ 5th Grade
_____ 6th Grade

_____ Re-Enroll
_____ New Student

School Entering From _____ School District _____ School Address _____

School Phone Number _____ Reason for Transfer _____

Date of Birth _____ Place of Birth _____

Street Address _____ City _____ State _____
Zip _____

Home Phone Number _____ Emergency Contact: _____ Number: _____

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 _____

Please Print Clearly

Work Phone # _____ Cell # _____ E-mail _____

Guardian's Name _____ Occupation _____ Work phone # _____

Please Print Clearly

Place of Business _____ Cell # _____

Student Name _____ Grade _____

Why did you choose St. Martin de Porres?

Are there other siblings not attending St. Martin de Porres: _____ Ages: _____

Ethnicity:

____ Black ____ White ____ 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 (\$75.00 non-refundable fee must be paid when the form is returned).**

_____ **All School Fees Must Be Paid Before the First Day of School in August**

_____ Copy of Custody Agreement (If applicable)

_____ Proof of current residence (**2 Needed: 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)

_____ Copy of Birth Certificate

_____ ****Copy of South Carolina Immunization Certificate**

St. Martin de Porres Catholic School -SCHOOL FEES

Registration	\$ 75.00 per child (Due at Registration)
PTO Dues	\$ 50.00 per family
Diocese Fee	\$ 52.00 per child
Insurance	\$ 24.00 per child
Textbooks for Grades K-6	\$200.00 per child
**After School Tuition	\$50.00, one child \$75.00 for two and \$90 for three

TOTAL FEES PREK4 \$201.00 KINDERGARTEN -6TH GRADE \$401.00

*****The balance of the school Fees must be paid by the first week of school in August. This is minus registration fee of \$75.00 that was paid, during registration. All fees can be paid during registration!**

TUITION AMOUNT AND PAYMENT PLANS

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

Grants are provided by outside foundations, and all documentation and guidelines must be submitted to qualify.

	MONTHLY	YEARLY
1 Child	\$750.00	\$7,500.00
2 Children	\$860.00	\$8,600.00
3 Children	\$1,250.00	\$12,500.00

St. Martin de Porres Registration Process

- Complete and submit school registration form with all required information.
- **All families are required** to establish a FACTS Account. FACTS Management charges all new families an enrollment one-time charge of \$44.00 to set-up the account. **The school office cannot accept tuition payments in the office. Tuition payments can be 10 or 11 equal payments beginning in August of the current school year. Payments are to be paid monthly and on time to prevent accruing late fees!**
- *Tuition Assistance Application is available online at <https://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.***
 2. ***After the Financial Application is received and approved through FACTS Management, the principal will meet with the school advisory board to determine the yearly tuition based on need and school's finances. This is handled with full confidentiality!***
- Submit registration form and supplemental documents to the office **by June 3rd**, indicating on the form that the Tuition Management and Financial Aid forms (if applicable) have been submitted online.

- Families will meet with the school principal to review financial assistance (if applicable) and sign tuition contract by May 2nd of each year for all returning families.

*****Priority registration deadline is May 3rd. Applications for new or returning students that are submitted by this date will have priority review for financial assistance.***

Applications submitted after May 3rd will be reviewed in the order they are received with a 30-day turnaround.

- Students withdrawing from St. Martin de Porres Catholic School 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 2nd 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 our annual major fundraiser and participate in the school's other fundraising activities. Non-participation will result in \$200.00 being added to the tuition.

USDA Nondiscrimination Statement

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact 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-d8339. Additionally, program information may be 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 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 Assistant Secretary for Civil Rights
1400 Independence Avenue, SC
Washington, D. C. 20250-9410 Fax: (202) 690-7442 or email: program.intake@usda.gov

This institution is an equal opportunity provider.

Hot Lunch Program

St. Martin de Porres Catholic School participates in the National School Lunch Program. We are a Community Eligible Program participant. Breakfast and lunch are served at no cost to families. Students

may bring lunch from home if it is desired by the family. It is important that all students eat a healthy lunch daily. Monthly menus are sent home.

Adult Lunch: \$5.00 & Breakfast: \$2.20



Registration Verification Form

**** Please check all that apply and sign below. Return with your completed application.**

_____ I have read and completed the registration form.

_____ I have submitted the required documents to the office.

- ❖ Registration is Paid. (\$75 non-refundable)
- ❖ All School Fees Paid
- ❖ Copy of Custody Agreement (if applicable)
- ❖ Two Proofs of current resident (Copy of Lease Agreement, Utilities, Phones, etc.)
- ❖ Current Copy of Report Card and Standardized Test Scores
- ❖ Results of Test for Learning Disabilities (if applicable)
- ❖ IEP (if applicable)
- ❖ Copy of Birth Certificate
- ❖ **Copy of South Carolina Immunization Certificate

_____ I have completed the FACTS Management registration process to pay tuition.

_____ I have completed and submitted the application for Financial Aid (if applicable).

_____ I have completed the After School Registration Form (if applicable)

_____ I have completed the Free/Reduced Meal Form

Parent or Guadiana Signature: _____

Date: _____

St. Martin de Porres Extended School Care Program

2025-2026 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 of the school year.

After School Program is from: 3:15 p.m. -5:30 p.m. (School Days Only) On 2 p.m. Dismissal Days, there is after school for students who are on the regular roster, only!

Note: A child who stays in after school for three days or more a week is charged the weekly rates. Fees may be paid weekly or monthly. Students will not be able to participate in the After School Program if the fees or not paid on time. After-school teachers are paid by the fees collected for the number of students attending the program. Therefore, it is imperative that fees are paid in a timely manner for the program to continue.

<u>Weekly Rates</u>	
PreK4-5th or 6th grades	
1 Child	\$50
2 Children	\$75
3 Children	\$90

After School Registration Form

Student: _____ Grade: _____

Student: _____ Grade: _____

Student: _____ Grade: _____

Parent Name: _____ Cell: _____ Work#:

If you can't be contacted, please list an alternate pick-up person:

Person(s): _____ Cell: _____ Work:

Home: _____ Relationship to child:

Other Emergency Contacts:

Name: _____ Contact Number: _____

Relationship: _____

Name: _____ Contact Number: _____

Relationship: _____

Remember any contact not on the student's emergency card will need to provide identification.

****Students must be picked-up by 5:30 p.m. Any student not picked up that time will be charged \$10 per each 15 minutes of overtime! If you have an emergency, please call the school before 4 p.m. The office closes at 4 p.m. each day.**

After School fees are very reasonable, therefore, we asked parents to donate snacks for our students. Check with your child's after-school teacher for suggestions!

Parent Signature: _____ Date: _____