



Dear Parents,

I am writing to announce a new approach to the registration and enrollment process for current school families. Traditionally, current families must fill out a new registration form and tuition contract each year, even though, typically, over 90% of families return for the following year. For this reason, private schools are increasingly implementing a “continuous enrollment” approach whereby a student enrolls once and remains enrolled. We believe that continuous enrollment is better for families and the school, therefore, effective with the 2020-2021 registration process, the school will adopt a continuous enrollment model.

With continuous enrollment, families sign one enrollment contract that will keep their children enrolled automatically, or until they say otherwise, with no need to complete re-enrollment forms each year. Tuition payments will be made from June, 2020 through May, 2021 for the 2020-2021 school year and continue with June through May payments for upcoming years.

What does this mean for my family?

If your child is returning for the 2020-2021 school year, you will complete one continuous enrollment contract, and your child will remain enrolled in school each year until high school graduation, or you opt-out. Your child will be re-enrolled automatically for the 2021-2022 school year, and your registration fee will be applied to your tuition account in June.

If you know that your child will not be returning for the 2020-2021 school year, please complete a written notice of withdrawal and submit it to the Admissions Office no later than May 15.

Because the model is now an opt-out and not an opt-in, the school must establish a date whereby staffing and scheduling can be reliably determined. Once a continuous enrollment agreement has been signed, students who withdraw (opt-out) after May 15 will be assessed a late withdrawal fee of \$500. Families who submit a notice of withdrawal before May 15 will not incur this fee.

Simply put, this new process makes more sense. You are invited to an information session explaining the continuous enrollment process on November 21, 2019 (8:15 AM at St. Margaret Primary School; 5 PM in the JP II Library). Mrs. Keras, Business Manager, and I will review the new process and answer your questions. No RSVP is required.

Best regards,

A handwritten signature in black ink, appearing to read "Christopher W. Keavy".

Christopher W. Keavy
President