



SAINT FRANCIS SCHOOL

Organization and Enrollment

2025-2026



Warm greetings! From Monday, November 18, 2024, through Friday, February 28, 2025, enrollment for the 2025–2026 school year will be open. These dates are reserved exclusively for our current students and for new enrollments in Preschool and Kindergarten. After these dates, seats will not be held, and we will proceed to place new student enrollments. If space remains available, any enrollment not processed during that period will be subject to the regular enrollment fee.

Each current student has, in FACTS, an enrollment application pre-filled with the information already on file, along with additional information that must be updated in the system. If any changes are needed to the application, please make them while completing the process.

Please remember that you must renew the medical certificate; the form will be sent by email upon completion of enrollment and will also be available in FACTS . The medical certificate must be submitted on or before Friday, July 18, 2025, in order to receive entry clearance.

ACREDITATIONS AND MEMBERSHIPS

Our school holds accreditations from the Middle States Association and from the Accrediting Commission of Educational Institutions (CADIE), as well as a license to operate from the Department of State. We are members of the Puerto Rico Private Education Association, National Honor Society, National Junior Honor Society, National Elementary Honor Society, National Association of Student Councils, Presidential Award, NASSP, ISTE, INACOL, PRIML Math League, Puerto Rico High School Athletic Alliance, and the Mini League of Private Schools, Inc.

ENROLLMENT COSTS

- Enrollment Fee:
 - \$520.00 – for current students who enroll on or before February 28, 2025.
 - \$550.00 – for new students or late enrollment (after February 28, 2025).
- Current students may request an enrollment extension before December 30, 2024, and make two payments on or before February 28, 2025. The first half (\$260.00) must be paid as an initial deposit. After the deadline, if space is available, the late enrollment fee will apply. *
- See the *Family Plan* section for discount benefits.
- The application (through FACTS for currently enrolled students) must be completed, all admission requirements fulfilled, the enrollment fee paid, and the required documents submitted.
- Students under conditional enrollment for the upcoming school year will pay the late enrollment fee, if space is available.
- Fees are part of the enrollment cost and must be paid in full before August 5, 2025, for the student to be admitted to classes.
- The enrollment fee and related charges are non-refundable and non-transferable under any circumstances. Enrollment must be processed annually; it is not automatic from one year to the next.
- It is the responsibility of the parent/guardian and the student to comply with our school regulations.
- The school reserves the right of admission.
- No student will be officially enrolled until the application has been completed, full payment of enrollment fees and charges has been made, and all required documents have been submitted to the school in compliance with applicable laws.
- If there is any outstanding debt to the school, transcripts, certifications, official documents, or letters will not be issued.
- The school accepts debit cards, credit cards, the Única Card (ASUME), personal checks, Telepago from Banco Popular, ATH Móvil Business Payments, automatic payments, our mobile app, our website, and ACH through FACTS.
- Any payment made after the first five (5) days of the month will incur a \$20.00 late fee per student.

***If the second installment of the enrollment fee is not made by the assigned date, the enrollment will be canceled. Should the parent/guardian wish to reactivate it and space is available, a \$30.00 reactivation fee will be charged.**

MONTHLY PAYMENTS AND DUE DATES

The costs for educational services are annual and payable in ten (10) monthly installments for your convenience. Educational services will be provided in either in-person and/or remote format, under the same annual/monthly costs.

The costs for educational services are annual, and the school offers three (3) payment options:

- **One annual payment of \$3,375.00** is due on or before August 5, 2025.
- **Two semiannual payments of \$1,687.50 each**, with the first payment due on or before August 5, 2025, and the second payment due on or before January 5, 2026.
- **Ten monthly installments of \$375.00** from August through May, due on or before the 5th of each month.

These payments do not include enrollment fees, additional fees, or other expenses such as books, uniforms, field trips, and related costs.

NOTES:

- Any payment made after the first five (5) days of the month will incur a **\$20.00 late fee per student**.
- The first monthly installment and all fees must be paid on or before August 5, 2025 (see payment schedule).
- Students with outstanding balances will not be admitted.

ADDITIONAL FEES

Fees are non-refundable, as they are part of the enrollment costs, and must be paid on or before **August 5, 2025**. In order to receive entry clearance, all fees must be paid in full.

All costs listed here, along with their due dates, are detailed in the annual cost table at the beginning of this document. Any fees not paid as agreed will incur a **monthly surcharge of 5% of the outstanding balance, up to a maximum of \$20.00**.

FEE	COSTS	NOTES
Maintenance and Building Fund (Pre-School-12 th grade)	\$200.00 per family <i><u>Must be paid before August 5.</u></i>	You may request an extension of up to two (2) installments, to be paid in August and October. The use of this fee will be determined by the administration, according to the needs of the school, for the acquisition of necessary equipment, improvements, repairs, and maintenance of the facilities.
Activity Fee (Pre-School-12 th grade)	\$90.00 per family <i><u>Must be paid before August 5.</u></i>	The school will not organize compulsory fundraising activities.
Electives (Pre-School-12 th grade)	\$70.00 per student <i><u>Must be paid before August 5.</u></i>	This refers to materials required for all elective courses. Teachers may also request class materials for the individual use of the student.
Supplemental Resources and Materials (Pre-School-12 th grade)	\$70.00 per student <i><u>Must be paid before August 5.</u></i>	Supplementary materials used by students and provided by the school, such as additional classroom resources and licenses for supplementary access.
Standarized Test (Kindergarten – 11th grade)	\$50.00 per student <i><u>Must be paid before August 5.</u></i>	Will be administered by a third party company.
High School Technology Fee (7th – 12th grade)	\$90.00 per student <i><u>Must be paid before August 5.</u></i>	For science laboratory and technology equipment.
Elementary Technology Fee (Kindergarten-6th grade)	\$70.00 per student <i><u>Must be paid before August 5.</u></i>	For science laboratory and technology equipment.
Lockers (optional) (4th -12mo grade)	\$40.00 annually / \$25.00 per semester per student	<i>Lockers are subject to inspection without prior notice. They must be kept clean and are designated for the use of one student only. Failure to follow the rules may result in the loss of locker privileges. The school is not responsible for lost items. Only locks provided by the school may be used.</i>
Xello College and Career Guidance Platform	\$20.00 per student (9no a 12mo) <i><u>Must be paid before August 5.</u></i>	Vocational Inventory Test Platform, College Selection, and Guidance
Access to Online Platforms and Textbooks	Costs dependo n grade level and course assignment. <i><u>Must be paid before September 5.</u></i> (Kindergarten to 12th grade. It will be available on the book list.)	These access codes will appear on the student’s bill as an electronic access fee. The cost depends on the grade level. Online platforms require students to use tablets or laptops. The use of electronic devices is mandatory during class periods.
EPK & Pre-Kindergarten Material Kits	\$75.00 <i><u>Must be paid before August 5.</u></i>	Cost of Materials Exclusive to EPK and Pre-Kindergarten and Access to Online Platform
Agenda	\$15.00 (First to 1th Grade) <i><u>Must be paid before August 5.</u></i>	Students from first through twelfth grade are required to use the school agenda for communication and for the organization of school assignments.
Identification Card	\$12.00 <i><u>Must be paid before August 5.</u></i>	All students are required to use the current school year’s identification card as part of their school uniform.
Graduation Fee Kindergarten	\$100.00 <i><u>Must be paid before March 5</u></i>	Fee for diploma, degree conferral, and official graduation event costs

Graduation Fee 8th and 12th Grade	\$125.00 <i>Must be paid before March 5</i>	Fee for diploma, degree conferral, and official graduation event costs. These are not graduation class fees.
School Insurance	\$30.00 <i>Must be paid before August 5</i>	This insurance protects students, from Preschool through twelfth grade, in the event of a school-related accident occurring on campus or during school activities.

FAMILY DISCOUNT PLAN

Families with two (2) or more children enrolled in the school will receive a discount. The eldest child will pay the full amount, and the following siblings will receive discounts as outlined below:

- Second child:** Enrollment: \$25.00 discount | Monthly tuition: \$25.00 discount
- Third child:** Enrollment: \$20.00 discount | Monthly tuition: \$35.00 discount
- Fourth child:** Enrollment: \$20.00 discount | Monthly tuition: \$30.00 discount

UNIFORMS

The regular uniform, physical education uniform, and the official school jacket are sold exclusively at *La Esquina Famosa* in Plaza Carolina.

SCHOOL SCHEDULE

Each student, regardless of grade level, must report to their classroom on or before 7:55 a.m. Dismissal times vary by grade and/or level; please refer to the following table for more information.:

GRADE	REGULAR ARRIVAL AND DISMISSAL SCHEDULE
PRE-SCHOOL TO KINDERGARTEN	7:55 AM-2:30 PM
FIRST TO THIRD GRADE	7:55 AM-2:45 PM
FOURTH TO TWELFTH GRADE	7:55 AM-2:55 PM

The Hours for Early dismissal are:

GRADO	EARLY DISMISSAL HOURS
PRE-SCHOOL -THIRD GRADE	7:55 AM – 11:30 AM
FOURTH TO EIGHTH GRADE	7:55 AM – 11:45 AM
NINTH A TWELFTH GRADE	7:55 AM – 12:00 PM

NOTE: Students who remain on campus more than 15 minutes after dismissal time will be sent to the extended care program and will be billed for the time the service is used..

ADDITIONAL SERVICES AND AFTER SCHOOL PROGRAM

COSTS		DESCRIPCIÓN
Breakfast and Lunch	Free of Charge Offered through federal funds from the <i>National School Lunch Program.</i>	Breakfast 7:00AM – 7:40AM Lunch until 1:30PM
Cafeteria	Based on student’s consumption	Hours 8:00AM – 1:45 PM
After School Care Fees	Extended Care Fees - Until 5:00 p.m. — \$95.00 per month - Until 6:00 p.m. — \$110.00 per month Additional Charges: \$8.00 per hour for students not enrolled in the extended care program or if they stay beyond their registered time. \$20.00 for any fraction of an hour beyond 6:00 p.m.	Students must be enrolled in the program directly through the office. The extended care service is available until 6:00 p.m.
Educational Clubs	An enrollment fee will be paid to the school, and the monthly fee is paid directly to the teacher. Costs may vary.	3:00PM – 4:00PM Clubs meet according to the teacher’s schedule. - September – December - February – April
Extracurricular Educational Programs	A variety of companies provide authorized extracurricular activity services. Costs vary depending on the service. Activities offered include, but are not limited to: - Art, Dance and Theater - Robotics - Sports - Scouts These offerings may vary annually depending on availability.	From 3:00 PM Some offerings could be held on Saturdays