



**Saint Joseph School**  
**865 Roosevelt Avenue**  
**Carteret, NJ 07008**

**Phone: 732-541-7111**  
**Joanne McKnight,**  
**Principal**

**Fax: 732-541- 0676**  
**Msgr. John Gordon,**  
**Pastor**

January 2024

Dear Parents / Guardians,

For those who are new to Saint Joseph School, we extend to you a warm welcome into our school family. We offer our committed support and interest in offering quality and excellence in the education of your child/children

Thank you for choosing Saint Joseph School, a place where students believe, achieve, serve, and succeed, teaches children to become critical thinkers, problem solvers, and confident leaders in an academically rich and faith filled environment. Your support of Catholic education is greatly appreciated. The setting of tuition is a carefully considered process whereby the parish endeavors to balance increasing costs and the desire to keep tuition costs affordable for our families. The cooperation of paying tuition on time and supporting the Home School Association (HSA) is of great assistance in administrating the School. The tuition you pay for is a substantial portion of educating your child. The difference is made up primarily by a subsidy from Saint Joseph Parish and by various fund-raising activities sponsored by our hard-working Home School Association.

- **Any registered families who would like to apply for financial assistance can apply on line at <https://diometuchen.org/tuition-assistance>. This must be completed by March 31, 2024. (Every family is encouraged to apply for financial assistance)**
- **Consistent with the district cut-off date for kindergarten school registration, children must be 5 years old before October 1, 2024.**
- **All fees must be returned with the registration materials.**
- **All forms must be signed by both parents/guardians in order for registration packet to be considered complete.**
- **All families who complete the registration packet by March 15, 2024 and pay all registration fees will receive a \$100.00 tuition discount per child.**



## Saint Joseph School Registration Checklist 2024-2025

**A copy of the following must be included for all NEW Registrations:**

Social Security Card \_\_\_\_\_

Birth Certificate \_\_\_\_\_

Immunization Record \_\_\_\_\_

Baptismal Certificate \_\_\_\_\_ (Catholic Families Only)

Sacramental Certificate \_\_\_\_\_ (Catholic Families Only)

**A copy of the following must be included for ALL Registrations:**

Family Information \_\_\_\_\_

Parish Affiliation \_\_\_\_\_

Service Commitment \_\_\_\_\_

Scrip Commitment \_\_\_\_\_

H.S.A. Commitment \_\_\_\_\_

Tuition Payment Plan \_\_\_\_\_

Blackbaud Enrollment form \_\_\_\_\_

Student Withdrawal Policy \_\_\_\_\_

**Registration Fee: ALL FEES ARE NON-REFUNDABLE**

(Please make check payable to Saint Joseph School)

**Registration Fee (\$150.00 per family) Yes \_\_\_\_\_**

(Please make check payable to Saint Joseph H.S.A.)

**H.S.A. Fee (\$100.00 per family) Yes \_\_\_\_\_**



## Saint Joseph School Registration for Kindergarten – Grade 8 Tuition Contract 2024-2025

**Based on Diocesan Guidelines, the following is the new tuition policy for St. Joseph School for the 2022-2023 school year.**

### **FEES DUE AT THE TIME OF REGISTRATION**

- REGISTRATION FEE (non-refundable) \$150.00 **Per Family**
- HOME SCHOOL ASSOCIATION FEE (non-refundable) \$ 100.00 **Per Family**

<b>GRADES K-8</b>	<b>First Child</b>	<b>Second</b>	<b>Third Child</b>
<b>Tuition</b>	\$5485	\$4115	\$2,640
Parishioners of Saint Joseph Church or a Catholic Parish in the Diocese of Metuchen	\$4760	\$3570	\$2,277
Technology/Book Fee per student	\$250	\$250	\$250
Workman Bond (New Families and families who did not complete their service hours)	\$200		
Please note that Tuition, Technology/Book Fee, and Home School Association Fee will be billed through Blackbaud Management System.			

***All families who complete the registration packet by March 15, 2024 and pay all registration fees will receive a \$100.00 discount per child's tuition.***



## Saint Joseph School Blackbaud Tuition Plan 2024-2025

Saint Joseph School has adopted a tuition management and collection program called **Blackbaud Tuition Management Program**. Please complete the Blackbaud Tuition Enrollment Form and return it with the registration packet.

### PAYMENT PLANS THROUGH BLACKBAUD TUITION

Please indicate the payment plan of your choice:

- \_\_\_\_\_ **PLAN A** (Full Payment Plan) Full payment due July 1, 2024.  
(\$200.00 discount if payment is made by due date)  
**This is the only payment made directly to the school.**
- \_\_\_\_\_ **PLAN B** (Ten Payment Plan) 10 equal payments **Through Blackbaud Tuition**  
(Beginning July, 2024 through April, 2025)
- \_\_\_\_\_ **PLAN C** (Two Payment Plan) 2 equal payments **Through Blackbaud Tuition**  
(July 1, 2024 and January 1, 2025)
- \_\_\_\_\_ **PLAN D** (Four Payment Plan) 4 equal payments **Through Blackbaud Tuition**  
(July 1 2024, October 1, 2024, January 1, 2025, March 1, 2025)
- \_\_\_\_\_ **PLAN E** (Eleven Payment Plan) 11 equal payments **Through Blackbaud Tuition**  
(Beginning June, 2024 through April, 2025)

***WHEN I SIGN THIS CONTRACT, I ACCEPT MY OBLIGATIONS AS BINDING. I UNDERSTAND THAT FAILURE TO PAY THIS OBLIGATION COULD RESULT IN MY CHILD(REN) BEING REMOVED FROM SCHOOL.***

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, fully understand and agree to the above terms of agreement.



## Saint Joseph School Student Withdrawal Policy 2024-2025

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***The following is parents/guardians' fiscal responsibility to Saint Joseph School upon student withdrawal.***

Withdrawal on or before September 1<sup>st</sup> - An Administrative Fee of \$200 will be charged.

Withdrawal on or before November 1<sup>st</sup> - 30% of current yearly tuition and fees are owed to the school.

Withdrawal on or before January 1<sup>st</sup> - 50% of current yearly tuition and fees are owed to the school.

After January 1<sup>st</sup>, should it become necessary to withdraw your student, 80% of total tuition and fees are owed.

**Please be advised that Saint Joseph School will hold all monies paid and additional tuition may be collected in accordance with the contractual agreement and timing of withdrawal.**

I/We accept full legal responsibility for the above-named student and agree to pay in full on the date due all tuition and fees payable with respect to such student. I/We understand that any failure to meet the foregoing obligations may result in our child not being permitted to attend classes, participate in field trips, special school day events, or graduation ceremonies until all financial obligations are met, and that until all financial obligations with respect to the student have been satisfied in full, Saint Joseph School will have no obligation to transfer credits, grant a diploma, or release interim or end-of-year records or transcripts. Additionally, I/we understand that Saint Joseph School reserves the right to use collection agencies and other legal means to collect unpaid tuition/fees (plus 35% collection and attorney fees.)

I/We understand that this enrollment agreement is for the entire school year, and agree that Saint Joseph School may require the withdrawal of or dismissal of any student if, in its sole discretion, it concludes that such student's attitude, influence, or behavior does not serve the best interests of the school. I/We further understand that a positive and constructive working relationship between the Saint Joseph School and a student's parent/guardian is essential to the fulfillment of the school's mission. I/We agree that Saint Joseph School may terminate enrollment, or decline to re-enroll a student, if the school, in its sole discretion concludes that the actions or inactions of a parent/guardian make a positive and constructive working relationship impossible, or interferes with the school's accomplishment of its mission. I/We agree that in accordance with the school's tuition policy, no portion of any tuition or fees for a student be either refunded or canceled upon early withdrawal or dismissal of the student.

I/We understand that any refunds/money due to us will not be made available until all accounts are current and satisfied. I/We agree to advise the tuition office of circumstances that affect my/our ability to meet the obligation under this contract. EACH LEGALLY RESPONSIBLE PARTY MUST SIGN BELOW ACKNOWLEDGING THIS AGREEMENT.

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Print Name of Parent/Guardian	Signature	Date
Print Name of Parent/Guardian	Signature	Date



## Saint Joseph School Home School Association 2024-2025

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### HOME SCHOOL ASSOCIATION'S FAMILY CONTRACTUAL FUNDRAISING COMMITMENTS

Close cooperation between the home and school is most important. To help achieve this, there is a Home School Association (H.S.A.) at Saint Joseph School. The purpose of the H.S.A. is to raise \$100,000.00 for the 2024-2025 school year. This helps to offset the financial obligation of both the family and the parish. I understand that each school family is required and responsible for participation in at least 2 specific fund-raising activities, **one which is the Calendar Raffle Fundraising event (\$200.00)**

☐ \$200.00 is due by September 1, 2024 if you opt-out of the Calendar Raffle Ticket Fundraiser.

**If payment is not received by September 1<sup>st</sup> or if tickets are not sold by January 1<sup>st</sup>, \$200.00 will be added to the remaining tuition balance.**

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_



**Saint Joseph School  
Parental Service Component  
2024-2025**

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**SAINT JOSEPH SCHOOL  
SERVICE HOURS REQUIREMENT/CONTRACTUAL AGREEMENT**

Each family is expected to volunteer 25 hours of service **per school year**. Prior to the beginning of each school year, each family will be required to pay a \$200.00 service fee. This service fee will be refunded and/or applied yearly to the following school year, when the service hour requirement is met. If the requirement is met upon a student's 8<sup>th</sup> grade graduation and/or transfer, the \$200.00 will be refunded to the family. This agreement serves as a ***workman bond***. If the service agreement per year is not met, then the \$200.00 will not be refunded.

Each family will receive a Service Hour Log. The log will be completed accordingly and submitted to Saint Joseph School's Home School Association upon the completion of the 20 hours.

**If two family members assists at the same event, service hours will be awarded to the family based on the event, not each individual/family member.**

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**All Families are required to participate in volunteering for a minimum of five Bingo Events. If a family does not participate in five Bingo Events, an additional \$500.00 will be added to your student's tuition.**

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father Guardian \_\_\_\_\_ Date \_\_\_\_\_



**SAINT JOSEPH SCHOOL  
PARENTSERVICE HOUR(S)  
OPPORTUNITIES  
2024-2025**

The parental service component is necessary to achieve the objectives and goals of Saint Joseph School. The following is areas, in which your 20 hours of service may be applied. Please note there are additional opportunities as well, such as being a class room parent.

We ask that you indicate below your choice(s) with regard to the service you intend to participate in during the academic year. Your first choice will receive preference whenever possible.

\_\_\_\_\_ **Scholastic Book-fair:** \_\_\_\_\_ **Fall** \_\_\_\_\_ **Spring** Set up, sales, and clean up  
\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday  
(School day event)

\_\_\_\_\_ **World's Finest Chocolate Fundraiser:** Selling Chocolate Bars after Masses

\_\_\_\_\_ **Bingo Tricky Tray Event:** \_\_\_\_\_ **Spring**

\_\_\_\_\_ **Santa's Secret Workshop:** Set up, sales, and clean up (School Day Event)

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

\_\_\_\_\_ **Calendar Raffle Tickets** (Selling tickets after Masses and at ShopRite)

\_\_\_\_\_ **Cafeteria/Recess duty (11:30am-1:00pm)**

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday  
**(This service will require a weekly commitment)**

\_\_\_\_\_ **Field Day** (Date TBD in June of 2025, 8:30am – 1:30pm)

\_\_\_\_\_ **Morning Car Line Duty**

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardain \_\_\_\_\_ Date \_\_\_\_\_





## RELIGIOUS AFFILIATION

Saint Joseph Parishioner (envelope number \_\_\_\_\_) I (we) affirm that we are registered and practicing members of Saint Joseph Parish and will contribute each week to the financial support of our parish recognizing that a substantial amount of parish income supports the school, as well as all other aspects of the life and mission of the Church.

\_\_\_\_\_ Roman Catholic from another parish I (we) affirm that we are registered and practicing members of \_\_\_\_\_.

\_\_\_\_\_ I follow the \_\_\_\_\_ religion.

## COMMITMENT LETTER

Participation in the communal celebration of the Sunday Mass is a testimony of belonging and of being faithful to Christ and to His Church. Together they testify to God's holiness and their hope of salvation.

I agree to use my Church envelopes at Mass throughout the calendar year as a means for the Pastor to review Mass attendance on Sundays and Holy Days of obligation.

If there is a problem with Mass attendance, this can result in an inactive status for the following school year.

WHEN I SIGN THIS COMMITMENT, I ACCEPT MY OBLIGATIONS AS A PRACTICING CATHOLIC.

☐ **My child/children have been baptized.**

☐ **My child/children have not been baptized.**

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_



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Saint Joseph School's  
 Parent Service Hour Log  
 2024-2025

Name: Please Print	Event	Hours	Date

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

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

HSA Signature \_\_\_\_\_ Date \_\_\_\_\_