2026-2027 School Registration

Step 1. Complete & return

Forms & Payment Due by April 24,2026

Form for New Students

Please complete & email to Lynda Lammerding, llammerding@stfranciselem.org

Parent Name: _____

Please check all applicable boxes:

☐ **I am a Full-Time Diocesan Employee**
Employment Location: _____

☐ **I am solely responsible for Registration Fee payment**

☐ **I evenly divide the Registration Fee payment with a *parent of another household.***

Other Household Parent Name: _____
Please do not write other parent name if residing in the same household.

Registration Fee All Students: $700.

1. _____ ____
New Student's Name **Grade in Fall**

2. _____ ____
New Student's Name **Grade in Fall**

3. _____ ____
New Student's Name **Grade in Fall**

Registration Fee ☐ $700

Registration Fee ☐ $700

Registration Fee ☐ $700

$_____
TOTAL

Method of Payment: Charges will be entered in FACTS and made payable upon receipt of form.
Please choose one:

1. ☐ **Bank Debit, VISA, Mastercard,** or **Discover**

Card Number __ __ __ __ / __ __ __ __ /__ __ __ __ / __ __ __ __
Expiration Date __ __ /__ __
CVV Code __ __ __ **(3 digits on back of card)**

Credit cards charged through the school will not incur any charges in addition to the registration fee. Credit cards charged through FACTS will be assessed a 2.95% service fee. For your security and privacy, no credit card information will be kept on file.

2. ☐ **Automatic withdrawal from my designated FACTS payment account.**

Signature _____ Date_____

***Registration Fees are Non-refundable**

Registration Deadline April 24,2026

Step 2. Complete & return if enrolling

2026-2027 Extended Day Care (Extension) Registration

Please complete & email to
Lynda Lammerding, llammerding@stfranciselem.org

No registration fee to enroll. Students enrolled in Extension may not withdraw and re-enroll multiple times within the school year.

Please select Full Time or Part Time attendance.

_____ ____
Student's Name **Grade in Fall**

Full Time ☐ or ☐ **Part Time**

_____ ____
Student's Name **Grade in Fall**

Full Time ☐ or ☐ **Part Time**

_____ ____
Student's Name (3rd Child no charge) **Grade in Fall**

Full Time ☐ or ☐ **Part Time**

_____ ____
New TK or K Sibling **Grade in Fall**

☐ **Extension after school only up to 3:15 pm**

Extension Options for the 2026-2027 School Year!

Full Time Extension – Flat Rate **$4160** per student. Includes mornings as early as 7am and after **school care up to 6:00pm** all school days.

Part Time Extension – Flat Rate **$3320** per student. Includes mornings as early as 7am and after **school care up to 4:30pm** all school days.

Extension FAQ's

Emergency Extension **- $30 per day**, per student. Includes mornings as early as 7am and after **school care up to 6:00pm.** Accommodates unexpected situations in which a student needs immediate before and/or after school care.

Extension **Late Pickup Fee – $25 per day, per student. Late fees will be charged to your FACTS account for payment.**

Drop in Extension **–** To insure adequate staffing for the students enrolled in Extension, the school ***does not provide drop in care.***

Extension Enrollment - **All arrangements for Extension are made through the Finance Office**. Students may be enrolled in Extension whenever a need is determined. **For staffing purposes, a 2 week notice prior to the start date is requested**.

TK/K Siblings Extension **- *TK/K*** students with a 1:30pm dismissal and 2:30pm dismissal, who have a **sibling not enrolled** in extension in grades 1-8, may stay in extension at no cost. This courtesy is extended as long as the students are picked up promptly at the dismissal time of the older student.

ST. FRANCIS OF ASSISI
ELEMENTARY SCHOOL • EST. 1895

Step 3. Complete & Return

Parents applying for financial assistance are required to return this form by the due date. Modifications will be made if assistance is granted.

SCHOOL FINANCIAL AGREEMENT FOR 2026-2027

Student's Name:_____ Grade:_____

_____ Grade:_____

_____ Grade:_____

Parent's Name: _____ Daytime Telephone:_____

_____ Daytime Telephone:_____

Tuition and Fees—based on 180 school days

		3% Early Pay in Full Tuition Amount		*Installment Payments Tuition Amount*	
TUITION	1 student	$7,808.50	.....due by 6/30/26	$8050	.....per year
	2 student	$15,617	.....due by 6/30/26	$16,100	
	3 students	$23,425.50	.....due by 6/30/26	$24,150	
	4 students	No Charge 4th Student			
FEES	Registration Fee / Returning Student / New Student (Non-refundable)			$700	.....per year
	Family Participation Registration Fee Discount			($100)	
EXTENSION FEES	Full-time TK to Grade 8 / Student (available daily until 6:00 pm)			$4160	.....per year
	Part-time TK to Grade 8 / Student (available daily until 4:30 pm)			$3320	
	Late Extension Pickup Fee / Student / Day			$25	
	Emergency Extension/Student/Day			$30	
ADDITIONAL CHARGES	Returned Item Charge			$35	
	Sports Activity Fees / Sport, fees range in price per sport			(due prior to 1st practice)	
	8th Grade Graduation Fee / 8th grade Student			$125	

Family Participation Registration Fee Discount (available to continuing families only)

25 Family Participation Hours of service for the 2025-2026 school year must be completed and entered in FACTS SIS.

Tuition and Extension Payment Options for the 2026-2027 school year

All payers are required to enroll in FACTS **and use automatic bank or credit card withdrawal for full or installment payments.**

Please indicate with an "X" which payment option your family will use to remit, and please "X" Tuition and Extension preferences.

☐ **Pay in Full Early Pay Tuition 3% Discount – Paid through FACTS by June 30, 2026**

☐ **Pay in Full Extension Only – Paid through FACTS by August 20, 2026** ☐ **Full-time** ☐ **Part-time**

☐ **Pay in Full Early Pay Tuition 3% Discount *and* Pay in Full Extension –Paid through FACTS by June 30, 2026 (Tuition) *and* Paid through FACTS by August 30, 2026 (Extension)** ☐ **Full-time** ☐ **Part-time**

☐ **Installment Plans – Paid through FACTS as indicated per Installment Plan**

		Tuition	**Extension**	
☐ **9 Month Plan** – due 8/26 to 5/27 with no payment 3/27	for	☐	☐ **Full-time**	☐ **Part-time**
☐ **10 Month Plan** – due 7/26 to 5/27 with no payment 3/27	for	☐	☐ **Full-time**	☐ **Part-time**
☐ **11 Month Plan** – due 6/26 to 5/27 with no payment 3/27	for	☐	☐ **Full-time**	☐ **Part-time**
☐ **Quarterly Plan** – due 7/26, 10/26, 1/27, and 4/27	for	☐	☐ **Full-time**	☐ **Part-time**

The operation of St. Francis of Assisi Elementary School is primarily tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that tuition payments are an investment in your child's education and religious formation. All payments are due on the selected dates as listed above. All families are responsible for meeting their tuition and fee obligation to St. Francis of Assisi Elementary School on a timely basis. Should you have difficulty in meeting your tuition and fee obligation, it is your responsibility to notify the Principal or Director of Finance so that special arrangements and adjustments to your agreement can be made.

I am solely responsible for tuition and/or extension payments. ☐ Yes ☐ No If NO, then my payment portion is $_____ or _____%

Signature_____ Date:_____

This form must be signed by each payer for a family. No student may be enrolled unless this form is returned to the school office.

Step. 4 Online Payment Plan Set up

Important Last Step!

Visit https://factsmgt.com

Click on Family Login

Log in to **FACTS Family Portal**.
Even though you are looking to set up a payment plan, choose the Family Portal link.

District Code: SFAE-CA

Step 1: Create a Family Portal Account

- Select **Create New Family Portal**
- Enter your email address as provided in your application to the school.
- Click **Create Account**
- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes this link will remain active for 6 hours.

Step 2: Access Family Portal

- Please go to **FACTS Family Portal**
- Type in your username and password.
    - Navigate to the **Financial** on the **left menu** of the Family Portal site.
        - Click on **Financial Home** in the Financial Links Box
            - Click **Set up a Payment Plan**

Follow prompts to set up your 2026-2027 Payment Plan for tuition and extension.

Finished!

Once your FACTS account is established, amounts for registration fees, tuition & extension will be added administratively. Please note that it may take up to 2 days before all administrative entries in FACTS process.

Important Note for Multiple Household Payers: If multiple households will be responsible for paying tuition and/or extension, all responsible payers are required to enroll in a FACTS Payment Plan and complete a School Financial Agreement Form. This includes a grandparent or other friend or relative who may be assuming partial or full responsibility for payment of tuition and/or extension.

2026-2027 FACTS Payment Plans Explained

Information to assist in selecting the right payment plan.

Tuition & Extension Payment Plans Automatic Charge/Withdrawal

All payment plans are an automatic charge or withdrawal on the 5th or 20th of the month, with the exception of the Pay in Full plans in which the last day of the month may be selected.

Methods of Payment

- Bank checking or savings account
- *Credit Card – Visa, Mastercard or Discover. ***2.95% service fee will be accessed by FACTS for each credit card payment.**

Method of Payment Change – Designated method of payment may be changed by the account holder directly with FACTS at any time. i.e. add a different credit card, change in bank account etc.

Pay in Full Early Pay Tuition 3% Discount – Paid in (1) installment on the 5th, 20th or last day of the month.
The **(4) installments** allow for registration fee payments and payments made throughout the school year such as sports fees, club fees etc. The tuition amount will be entered and adjusted administratively to reflect the (1) installment selection on the **School Financial Agreement.** (Step 3)

Multiple Household Payers & Pay in Full Early Pay Tuition 3% Discount: Parents of different households, who are both financially responsible for tuition payments, must BOTH choose the Pay in Full Early Pay Tuition 3% Discount in order for the discount to be applied. If one parent chooses installment payments, the pay in full amount will be divided according to the full tuition amount with no discount.

Pay in Full Early Pay Tuition 3% Discount & Pay Extension in Installments - FACTS only allows the selection of (1) Payment Plan. If tuition is to be paid in full by June 30, 2026 but Extension is to be paid in installments, please do the following:

- **Check both** the Pay in Full Early Pay Tuition 3% Discount ***and*** the Installment Plan on the **School Financial Agreement** form. (Step 3).
- **Set up the 9, 10, 11 Month or Quarterly Installment Plan only in FACTS**. The one-time tuition payment will be added administratively.

Installment Plans for both Tuition & Extension - Tuition and Extension (if enrolled) amounts are combined to equal (1) monthly payment. Designated payment amounts may be viewed separately for tuition and extension by clicking on View Details in your FACTS account.

Multiple Households responsible for Tuition and/or Extension Payments – All parties responsible for paying tuition and/or extension **are required to enroll in a FACTS Payment Plan** and **complete a School Financial Agreement Form.** This includes a grandparent or other friend or relative who may be assuming partial or full responsibility for payment.

No Payment Due in March – All Payment Plans exclude the month of March to allow for registration.

For Question or Difficulties in setting up your FACTS account, please contact FACTS Customer Service or email llammerding@stfranciselem.org