



# *St. Mary's Catholic School*

*224 7<sup>th</sup> St. NW Albuquerque, NM 87102 (505) 242 - 6271*

---

---

## *Welcome to St. Mary's Catholic School!*

As a Catholic School, we are challenged to embrace the Gospel message, to provide academic excellence, and to make a difference in the world through Catholic education, Christian service and leadership. We are committed to working together with parents, students, and teachers creating a positive learning environment to enhance student achievement academically, spiritually and physically. Centrally located in the heart of downtown Albuquerque, St. Mary's has been educating students for over 100 years! With our diverse setting, rigorous curriculum and spiritual support of our Jesuit priests of Immaculate Conception Church, we are truly blessed!

### **Archdiocese of Santa Fe Schools Mission Statement**

Fostering the unique gifts of each child and preparing students for leadership in school, Church and global community, the Catholic schools of the Archdiocese of Santa Fe offer a Christ-centered, academically challenging Catholic education.

### **PHILOSOPHY**

The philosophy underlying the educational process at St. Mary's School is based on the recognition that God is our origin and destiny. Therefore, our educational mission is that of the Church, embracing three interlocking dimensions: the message revealed by God and which the Church proclaims; fellowship in the life of the Holy Spirit; and service to the Christian community and the entire human community. The total development of a person calls for transformation of oneself and society with God's help.

Therefore, St. Mary's School is committed to ten core values:

1. **Catholic Identity:** We commit ourselves to know, love, and serve God.
2. **Stewardship:** We assume responsibility for protecting and caring for God's creation.
3. **Service:** We promote school-wide service activities, benefitting the community and the world.
4. **Community:** We foster and support building community through the sharing of our faith.
5. **Leadership:** We exhibit leadership at all levels of the school community.
6. **Integrity:** We adhere to the highest ethical standards and conduct.
7. **Professionalism:** We hold ourselves to the highest standards of the educational profession.
8. **Team Work:** We view collaboration as critical to our success.
9. **Data-Based Decision Making:** We measure data, analyze results, and take action based on facts.
10. **Communication:** We ensure that all community members are informed.

### **Objectives**

Recognizing that God is the center of our social consciousness and experience, we will:

- Nurture a faith community of respect, reverence, care, and concern for all creation.
- Recognize and uphold the dignity and uniqueness of each individual as a reflection of God.
- Appreciate and foster the faith, Christian values, Catholic practices, and cultural treasures of St. Mary's families

## **HISTORY**

The Sisters of Charity from Cincinnati, Ohio and the Jesuit Priests of Immaculate Conception Parish opened the doors to Immaculate Conception School on September 10, 1893. The school was housed just north of the parish, in the heart of what was fast becoming Albuquerque, New Mexico. It originally opened to 65 students as an all-boys' elementary school, but was renamed St. Mary's Catholic School in 1903 when students from St. Vincent's School for Girls were admitted. Gradually more grades were added and tuition was set at one dollar. In 1921 St. Mary's High School opened to twenty-nine students and graduated its first senior class of three in May of 1925. The student population quickly grew to 475 and was taught by a faculty of ten. St. Mary's honored its last graduating high school class in 1967 and continue to offer classes in first through eighth grades.

## **School Day**

### **Pre-school- 8<sup>th</sup> Grade**

School begins 7:50 am  
Tardy Bell 8:00 am  
Dismissal 3:00 pm

St. Mary's has one early dismissal day a month. Students are dismissed at 1:00 pm. We have an after school program available for your convenience.

**UNIFORMS:** Uniforms are required for all grades except Pre-school. Uniforms can be purchased at Dennis Uniforms, 5600 San Francisco Rd NE, Albuquerque, NM 87109 (505) 897-7727

**Calendar:** St. Mary's Catholic School runs on traditional school-year calendar. The school year usually starts the second week of August and ends the last week of May. Our school has vacations for Thanksgiving, Christmas, and Easter.

**Financial Aid:** Limited financial aid is available and is based on need. Requests for aid are processed and are due by April 15<sup>th</sup>. Funds are distributed based on the recommendation of "FACTS Management," the company we use for this process and also for withdrawals from your bank account for tuition payments. Financial aid is renewed on a yearly basis.

**Parent Involvement:** Each family is required to provide 20 service hours for married couples or 10 for single parent families per year. The hours are tallied beginning the first day of summer vacation up to and including the last day of school. Service hours may consist of assistance in time, material, or monetary donations to the classroom or school. Every \$5.00 spent is equal to 1 service hour.

**After School Program:** St. Mary's after school program is offered daily from 3:00 pm to 6:00 pm. The after school program provides students an opportunity for study, playtime, and other activities. The cost for this program is \$10.00 a day or \$30 for the whole week.

**Before School Supervision:** Students may arrive on campus beginning at 7:15 AM. There is no fee for this service, however, duty teachers are not on campus until 7:15 AM.





*St. Mary's Catholic School*  
224 7<sup>th</sup> St. NW Albuquerque, NM 87102

**Office Use Only:**

Date: \_\_\_\_\_

Check# \_\_\_\_\_

Receipt # \_\_\_\_\_

## Admissions

### Required Documentation

Preschool – 8<sup>th</sup> Grade

- \_\_\_ Incoming **Preschool** Students: Prospective Preschool students must be 4 years old by September 1<sup>st</sup> of the school year applying
- \_\_\_ Incoming **Kindergarten** Students: Prospective K students must be 5 years old by September 1<sup>st</sup> of the school year applying

**Please submit all Required Documentation with the Application.**

- \_\_\_ Completed Application Form
- \_\_\_ FACTS Paperwork with VOIDED check attached
- \_\_\_ Parish Subsidy Form
- \_\_\_ Copy of most recent Report Card (entering grades 1-8)
- \_\_\_ Most recent Standardized Testing Scores (entering grades 3-8)
- \_\_\_ Birth Certificate
- \_\_\_ Baptismal Certificate (if applicable)
- \_\_\_ First Eucharist Certificate (if applicable)
- \_\_\_ Updated Immunization Records
  - Updated immunization records required for students entering Pre-K, Kindergarten, 7<sup>th</sup> grade, and new students
  - Exemptions need to follow NM State requirements and discussed with our school nurse.
- \_\_\_ Registration Fee - \$400.00 per family (non-refundable)



# St. Mary's Catholic School

224 7<sup>th</sup> St. NW Albuquerque, NM 87102 (505) 242 - 6271

## Preschool – 8<sup>th</sup> Grade School Application

Date of Application \_\_\_\_\_

Desired Enrollment Date \_\_\_\_\_

Entering Grade \_\_\_\_\_

Age of Child \_\_\_\_\_

### **STUDENT INFORMATION**

Name \_\_\_\_\_ Sex \_\_\_\_\_  
Last First Middle

Home Address \_\_\_\_\_  
Street & Number City State Zip Code

Telephone (\_\_\_\_) \_\_\_\_\_ Religion: Catholic \_\_\_\_\_ Non-Catholic \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_  
City State/Country

### **PLEASE CHECK ALL THAT APPLY TO THE CHILD:**

#### **Ethnic Background**

- Hispanic
- Caucasian
- African American
- Asian
- Native American
- Multi-Cultural

#### **Living with:**

- Both Parents
- Father
- Mother
- Legal Guardian
- Foster Parent
- Shared Custody
- Other (Specify) \_\_\_\_\_

#### **Language Spoken in Home**

- English
- Spanish
- Other (Specify) \_\_\_\_\_

#### **Student's First Language**

- English
- Spanish
- Other (Specify) \_\_\_\_\_

#### **Parental Information**

##### **Father:**

- Married
- Single
- Divorced
- Remarried
- Deceased

##### **Mother:**

- Married
- Single
- Divorced
- Remarried
- Deceased

Current School \_\_\_\_\_ Current Grade \_\_\_\_\_  
Name of School

Current School \_\_\_\_\_  
Address City State/Zip Code





*St. Mary's Catholic School*

224 7<sup>th</sup> St. NW Albuquerque, NM 87102 (505) 242 - 6271

**RECORD OF SACRAMENTS**

**Baptism**

Date \_\_\_\_\_

Church \_\_\_\_\_

City \_\_\_\_\_

**First Reconciliation**

Date \_\_\_\_\_

Church \_\_\_\_\_

City \_\_\_\_\_

**First Eucharist**

Date \_\_\_\_\_

Church \_\_\_\_\_

City \_\_\_\_\_

\_\_\_\_\_  
Name of church or place of worship

\_\_\_\_\_  
City

\_\_\_\_\_  
Registered (Yes/No)

Child's special health/medical/emotional concerns: \_\_\_\_\_  
\_\_\_\_\_

Has child received specialized education testing? \_\_\_\_ Yes \_\_\_\_ No If YES, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does child currently have an IEP? \_\_\_\_ YES \_\_\_\_ NO

Has child been retained? \_\_\_\_ YES \_\_\_\_ NO If YES, what grade? \_\_\_\_\_

Has child been advanced? \_\_\_\_ YES \_\_\_\_ NO If YES, what grade? \_\_\_\_\_

**Why would you like your child to go to St. Mary's Catholic School?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other family members who have attended St. Mary's Catholic School:**

Name: \_\_\_\_\_ GRADES: \_\_\_\_\_ YEARS: \_\_\_\_\_

Name: \_\_\_\_\_ GRADES: \_\_\_\_\_ YEARS: \_\_\_\_\_

Name: \_\_\_\_\_ GRADES: \_\_\_\_\_ YEARS: \_\_\_\_\_

**How did you hear about our school?** Newspaper Television Radio Website Flyer Friend/Family

Other (Please specify) \_\_\_\_\_

**Parish Subsidy Form**  
Archdiocese of Santa Fe

**Part 1 Information to be provided by parent/guardian**

Name of School St. Mary's School-ABQ School Year 2018 - 2019

School Address 224 7th St. NW, Albuquerque, NM 87102

Parent/Guardian full name \_\_\_\_\_  Parent  Guardian

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Transferring from another diocese/state?  Y  N

Parish where you are registered \_\_\_\_\_ City \_\_\_\_\_ Envelope# \_\_\_\_\_

Name of Student #1 \_\_\_\_\_ Grade \_\_\_\_\_

Name of Student #2 \_\_\_\_\_ Grade \_\_\_\_\_

Name of Student #3 \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature\* Jacqueline Tenegas Date sent to parish \_\_\_\_\_

Note to parent/guardian: It is your responsibility, not the schools, to ensure that subsidy payment is made. You should deal directly with the parish office for any questions about payment. If for any reason your parish does not pay the subsidy, you must do so. Subsidy payments are due, in full, at the time your child's tuition is due. If your school allows installment payment of tuition, the subsidy payment is due, in full, with the first tuition installment. Your signature on this form indicates you agree to comply with this policy.

**Part 2 Information to be provided by parish**

"Since tuition does not cover the full costs borne by the school to educate the student, each parish (whether the parish has a school or not) will pay \$500 subsidy per student for registered parishioners. The subsidy is to be paid directly to the appropriate school... All subsidy payments are due by December 31 of the school year."  
*Handbook of Policies and Regulations, Policy NO. 5020*

The above-named persons are registered members of this parish:  Yes  No

Payment due to school: subsidy of \$500 X \_\_\_\_\_ (number of students) = \_\_\_\_\_ \$(total due)

Signature of Pastor or Representative\* \_\_\_\_\_ Date \_\_\_\_\_

Note to parish: Complete within 30 days of receipt, retain a copy for parish, and return original to school. Failure to return this form within 30 days of receipt indicates you agree to pay the subsidy for this student.



*St. Mary's Catholic School*  
 224 7<sup>th</sup> St. NW Albuquerque, NM 87102

<b>Office Use Only:</b>
Date: _____
Check# _____
Receipt # _____

**ST. MARY'S CATHOLIC SCHOOL CONTRACT**  
**SCHOOL YEAR 2018 – 2019**

I/We agree to pay St. Mary's Catholic School the tuition stipulated on this contract and assume full financial responsibility for ALL fees for the students listed on this contract. I/We understand that if we withdraw after 1<sup>st</sup> semester NO tuition will be refunded.

**Registration Fee: \$400 per family must be paid in full at the time of registration. I understand that the registration fee is nonrefundable.**

**Note: Condition of Reenrollment—Tuition, subsidy, and school fees for the prior year (2017-2018) must be paid before reenrollment is accepted.**

_____ <i>Signature</i>	_____ <i>Print Name</i>	_____ <i>Date</i>
Parent/Guardian _____		Telephone _____
Address _____	City _____	State _____ Zip _____
Name(s) of Students _____	Grade – Next Year _____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

**SELECT ONE: In Full Payment OR Monthly Payment (BOTH MUST HAVE A FACTS AGREEMENT)**

FACTS In Full Payment is due on: June 5, 2018 or June 20, 2018 - Circle One Date Only

FACTS Monthly Payment begins on: June 5, 2018 or June 20, 2018 - Circle One Date Only

Children	Tuition	Full Payment (By June 20, 2018)	12-Month FACTS Payment
1 Child	\$ 5,550.00	\$ 5,383.50	\$ 462.50
2 Children	\$ 9,990.00	\$ 9,690.30	\$ 832.50
3 Children	\$14,152.50	\$13,727.93	\$1,179.38
4 Children	\$18,037.50	\$17,496.38	\$1,503.13
5 Children	\$21,645.00	\$20,995.65	\$1,803.75
6+ Children	\$24,975.00	\$24,225.75	\$2,081.25





# Grant & Aid Assessment

**FACTS Management makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.**

After completing the online application, you will need to upload or fax all required supporting documentation. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866.315.9264. Please **DO NOT** use your mobile device to photo copy required documents due to problems with legibility.

**The following supporting documents are required to complete the application process:**

- Copy of the most recent **IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return** (the year of the tax return depends on the tax requirements of the school). If applicant and co-applicant file separately, we require both tax returns for the same tax year. We do not require State Tax Returns.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant. **NOTE:** If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
  - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
  - Rental Property** - send Schedule E (page 1)
  - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

**\*IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.**

- Copies of all supporting documentation for **household Non-Taxable Income** such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

\*All documentation received is imaged upon receipt and then destroyed.

You may login to your FACTS user account to review the status of your application. **Please allow 2 weeks processing time from the date you provided the supporting documents before inquiring further about receipt and/or status of the uploaded or faxed documents.** Application deadlines are set by the institution awarding the scholarships. If you are applying after the deadline, please contact your school to ensure that your application will be accepted.

\*A non-refundable application fee may be required before your application will be submitted.

**NOTE: Award decisions are made by the institution providing the scholarship, not FACTS.**

---

For more information, visit [FACTSmgt.com/grant-and-aid](https://FACTSmgt.com/grant-and-aid)

