



## DICKINSON CATHOLIC SCHOOLS

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810 Empire Road – P.O. Box 1177, Dickinson, ND 58602

Trinity Junior High & High School (701)483-6081

Trinity Elementary East (701)225-9463

Trinity Elementary West (701)225-8094

DCS Fax (701)483-1450

[www.DickinsonCatholicSchools.com](http://www.DickinsonCatholicSchools.com)

April 2016

Greetings,

I welcome your interest in the Dickinson Catholic Schools and am delighted to assist you in the enrollment process. The Dickinson Catholic Schools (DCS) system is a community of families and faculty working together to foster the full development of young people in a truly Christian environment. It is with this partnership in mind that we invite you to arrange a tour of the schools, explore our website ([www.DickinsonCatholicSchools.com](http://www.DickinsonCatholicSchools.com)) or visit us on Facebook (Dickinson Catholic Schools – Titans). In doing so, you will learn more about our students, families, teachers, and the components that make us truly unique.

Dickinson Catholic School system is composed of 3 schools:

- Trinity Elementary East: K-6 Catholic grade school comprised of approx. 115 students
- Trinity Elementary West: PreK-6 Catholic grade school comprised of approx. 235 students
- Trinity Junior High and High School: Grade 7 – 12 Catholic school with approx. 225 students

We offer numerous opportunities for students to grow in faith, including frequent Masses with student participation, all-school prayer services, student-led drives for local charities, and service outreach programs.

Furthermore, DCS is at the top of the charts academically. Our students consistently perform well on standardized tests (state and national). Students will have the opportunity to learn a wide range of subjects including religion, language arts, math, science, social studies, music, art, technology, and health enhancement. Additionally, Trinity High School offers Dual Credit courses in numerous subject areas for college credits.

Our extra-curricular activities offer a full range of opportunities in football, volleyball (grades 5-12), basketball (grades 5-12), track and field, golf, cheer, speech and drama. We also co-op for softball, baseball, gymnastics, tennis, cross-country, wrestling and swimming.

Most of all, you will find a community of committed and caring individuals. We have a range of families within the DCS – from those who have attended across generations to those who are very new to our school, our city, or even our state. As you begin the enrollment process, know that you and your family are truly making a decision that will impact your lives forever and that you are welcome here!

May you be blessed with peace and good will!

Tina Johnson  
Business Manager  
Dickinson Catholic Schools

## ***DCS Standard Dress***

Trinity Standard Dress is a collection of apparel to be worn by all students, grades K-12. The Standard Dress allows students to express themselves authentically, rather than fall into the latest trends and fads of modern society, which seems to change depending on the current cultural influences. As children of God, each and every student has a life of faith, fulfillment, and happiness ahead of them, and their self-expression is a means to this truth.

The clothing is to be worn during regular school hours, the only exception being that of spirit weeks, Titan Charity days, Catholic Schools Week, and other off-Standard Dress days such as jeans days. Although the weather is unpredictable and often changing within extremes, the collection of apparel is suited for both extremes, acknowledging that students need to be prepared to dress warmly if extreme cold hits during the winter months. The offering of jackets and pullovers is suited for this purpose. There will be no allowance of outerwear (e.g. personal jackets or coats) on these days, as Standard Dress offers an abundance of warm clothing. **All clothing must be purchased through Logo Magic Inc.** and marked with the Standard 'Titan T'. Wal-Mart, Old Navy or other clothing vendors will be considered outside the bounds. We do have a gently used clothing room located at Trinity Elementary West. Please refer to the Standard Dress policy in your respective school handbook.

## ***Trinity Extended Care***

Trinity Extended Care (TEC) is open to families enrolled at Trinity East and Trinity West Elementary School and is held at those respective schools.

### Program Hours

- School year
  - Monday to Friday; Immediately after school until 6:00 pm
  - Open on most 'no school' days (i.e. President's Day, Teacher Convention)
- Summer care
  - Monday to Friday; Open at 7:30 am to 6:00 pm

### Snacks and Activities

- Children given snack and milk/juice right after school
- Children can get help with homework or play in a supervised atmosphere

### Cost

- \$85 monthly fee per student which includes 20 hours of care per student
- After 20 hours of care is reached, there is an hourly fee assessed
- At this time we do not offer drop-in care

## ***Free and Reduces Meals Program***

The Dickinson Catholic Schools participates in the ND State Free and Reduced Meal Program. For more information please visit our Business Office or find the form online.

## 2016-2017 Tuition Information

The Dickinson Catholic Schools (DCS) is committed to the mission of providing a Catholic education to any student and family that wishes to attend. Tuition is set each year based on a budget forecast which determines the cost of education (COE) for each student. The COE is the actual cost to educate a student at DCS.

	DCS COE	DCS Tuition	Registration Fee*	Technology Fee	Total	10 mthly payments**	12 mthly payments**
<b>Preschool 2 day</b>		\$1,320	\$75		\$1,395	\$132	\$110
<b>Preschool 3 day</b>		\$1,650	\$75		\$1,725	\$165	\$138
<b>Preschool 4 day</b>		\$2,200	\$75		\$2,275	\$220	\$184
<b>Grades K-6</b>	\$5,888	\$2,800	\$75	\$75	\$2,950	\$288	\$240
<b>Grades 7-8</b>	\$7,880	\$3,450	\$75	\$75	\$3,600	\$353	\$294
<b>Grades 9-12</b>	\$8,430	\$4,000	\$75	\$75	\$4,150	\$408	\$340

\*Registration fee of \$75 is non-refundable

\*\*Monthly payment amounts do not include the non-refundable registration fee.

DCS makes every effort to offer financial assistance or scholarships to any child (K-12) wishing to attend. Please communicate any financial concerns to the DCS Business Office during the enrollment process and as your family circumstances change over time.

**Financial Aid Open May 6<sup>th</sup>:** To be considered for tuition assistance, a family must complete a Confidential Financial Aid Application. The application and the required documentation must be completed/submitted via the FACTS Financial Aid Application Process by **June 1, 2016** to receive priority consideration. When applying for Tuition Assistance you must ALSO set up a payment plan in FACTS. Families will be informed of the decision on their application in **June 2016**.

## ***FACTS Tuition Management***

For the 2016-17 school year, DCS has contracted with FACTS Management to process all of our tuition payments. One of the universal challenges in Catholic education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the services of the FACTS Management Company. With FACTS, the school maintains decision-making control. We will continue to be able to adjust to any special circumstances that may arise. At the same time, the improved tuition distribution income picture brought about by the new program will enable us to give increased time and attention to our educational goals.

**Upon receipt of your Completed Enrollment packet, the DCS Business Office will send you an email invitation to log in to your FACTS account to set up your tuition payment plan and/or apply for financial assistance.**

All families will be required to select one of the following FACTS payment plan options:

➤ **FULL PAYMENT:**

The entire amount of tuition and fees is paid on or before September 1<sup>st</sup>.

➤ **2 PAYMENTS:**

The tuition payment and fees will be divided in two payments. The 1<sup>st</sup> payment is due on September 1<sup>st</sup> and the 2<sup>nd</sup> payment is due February 1<sup>st</sup>.

➤ **10 or 12 PAYMENTS:**

Tuition is paid over a 10 month (Aug-May) or 12 month (Aug-July) period.

The FACTS plan offers three different ways to pay for tuition:

- **Automatically Withdrawn (ACH):** as authorized by parents, from their bank accounts (checking or savings accounts).
- **Credit card:** There will be a 2.75% convenience fee for all credit card transactions
  - Accepted cards are Visa, Discover or MasterCard
- **Invoice:** Electronic or paper invoices paid by check or cash

In addition to the tuition collection process, FACTS will be electronically delivering invoices to you for non-tuition fees that you incur throughout the school year. This will provide you with convenient online payment options, as well as mobile, mail and phone notification. You may elect to have fees automatically withdrawn (ACH). FACTS provides families with an online interface that is intuitive and transparent as well as 24/7 customer service.

We are committed to providing an outstanding education for your children. Working with FACTS is one more step in assuring that we can continue that mission. This policy enables families to choose a reasonable payment plan while enabling us to run a financially and educationally sound institution for your children and the children of generations to come. We trust that you understand our decision and will continue to support us as we continue with our mission.

## ***Instructions to Enrollment at the Dickinson Catholic Schools***

Thank you for expressing interest in DCS. We are proud of providing over 100 years of spiritual development and academic excellence in a nurturing environment for our young men and women. Enclosed you will find information and materials necessary to complete the enrollment process. Please follow the checklist below to ensure you have submitted all the required documents.

**\*The DCS Business Office is open from 8am to 5pm Monday through Friday at 810 Empire Road.**

### **April Enrollment Checklist:**

- Pre-Registration form turned in (preschool/kindergarten only)
- Forms to Submit to Business Office\* **by JUNE 1, 2016**:
  - New Family Enrollment form
  - \$75.00 Non-Refundable Registration Fee per Student (**unless paid with pre-registration**)
  - New Family Survey
  - School Record Release form
  - Most Recent Report Card
  - Immunization Records or Exemption Form
  - Copy of Birth Certificate
- Set up Tuition and Fees Payment Plan
  - Receive Invitation for FACTS from DCS Business Office (will receive May 6<sup>th</sup>)
  - Login to FACTS Account
  - Choose Tuition Payment Plan
  - Apply for **Round 1** of FACTS tuition assistance (if financial aid is needed) by **June 1**
  - Apply for **Round 2** of FACTS tuition assistance (only if you missed Round 1) by **July 31**

### **July 'Back to School' Check List:**

- Watch mail for 'Back to School' Mailing (in July)
  - Trinity Extended Care (TEC) Sign-up
  - Open House/Meet the Teacher Date
  - Get Schedule/Locker Assignment (7-12 only)
- Forms to Submit to DCS Business Office\* **by AUGUST 1, 2016** (will be in July mailing):
  - DCS Signed Permissions Form (Preschool-12)
  - Trinity Elementary East/West Behavioral Plan Signature Page (K-6 only)
  - Trinity Junior High/High School Signed Drug Covenant Policy (7-12 only)
- Receive PowerSchool Parent login information (K-12 only)
  - Set up Parent PowerSchool Account
- Purchase Standard Dress items from Logo Magic or Elementary Used Clothing Room (K-12 only)