



FR. MCCARTAN MEMORIAL SCHOOL

327 S. Kansas Marceline, MO 64658
660.376-3580

Mrs. Kathy Harlan– Principal

12/3/2024

1) Finances

a) **Registration Fee:**

i) **\$250** per year per child. This includes books, supplies, and general running of the school, excluding payroll. This payment is due by September 1. *A 10% late fee will be charged if registration fees are not paid by September 1.*

b) **Tuition:** Non-parishioners- **\$2,500** per year for the first child, **\$1,600** per year for each additional child. A Loyalty Discount (**\$1,870** (1st child/**\$1,275** additional child(ren)) is offered to incoming Kindergarteners who were enrolled in the school preschool program the year prior to entering Kindergarten. *A 10% late fee for tuition will be charged if fees are not paid by the contracted time.*

c) **Church Support:** Parishioners- We are very blessed to have the support of our St. Bonaventure families. As parents, it is a matter of justice to give your fair share in order to maintain the quality Catholic Education offered to your children.

d) **Lunch:** Hot lunch is mandatory for all students unless a medical condition exists which would prohibit the health and learning of a student. It is the parent's responsibility to produce written documentation for such illnesses/allergies to the office. Parents may choose to be billed weekly, monthly, semi-annually, or annually for hot lunch.

i) Student lunch is **\$3.00** per day per student.

ii) Free and reduced lunch forms are sent home by the first day of school.

iii) Adult lunch is **\$3.50**

(1) Lunches must be paid before receiving them. Students will not be able to charge lunches. Lunches will not be reimbursed due to absence. Extenuating circumstances may be discussed with the administrator.

2) Bad Debt Policy

a) **Collection of Unpaid Meal Debt:**

i) If the student account has insufficient funds to pay for lunch meals after they have been charged, the following procedure will be followed unless otherwise stated by the principal:

- (1) Families who have unpaid accounts will be asked to again fill out the Free-and-Reduced lunch form to see if their eligibility has changed.
- (2) The principal will contact the household to discuss the requirement of the household to provide meals for the student.
- (3) They will set a meeting with our principal about making a plan moving forward. Whether this is them paying x amount by a specified date and we pull from possible lunch donations to cover the rest.
- (4) If this has still not been paid, a certified letter will be sent to the household notifying them that the debt will be turned over to a collection agency if not paid by (Specified Date.)
- (5) All funds owed to the food service program will be paid in full on the last day of school.
- (6) The school Principal will make the final decision on how to handle the situations where paid-status students have an over-due balance on their account as they see appropriate.
- (7) When the school determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating expense. These costs must be restored using nonfederal funds. National Schol Food Service Account (NSFSA) resources may not be used to cover the costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:
 - (a) Local contributions from organizations or individuals
 - (b) School Operations or general funds.

2)

3) Morning:

- a) Students may not arrive at school before 7:30 am. Special arrangements may be made as needed with the principal.

4) Aftercare:

- a) Students not picked up by 3:30 pm will go to our aftercare program. The cost is **\$5** per family per day. These will be billed at the end of every month with the exception of May which will need to be paid by the last day of school.

Additional fees may be assessed for school property (i.e. books, furniture) Damaged by students outside of normal use and wear.

Principal	Printed Name	Date
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Determining Official	Printed Name	Date
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