



# St. Thomas Catholic School

## 2026-2027 Enrollment Packet

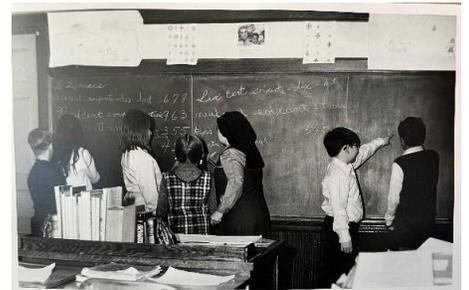
Catholic education is a vital part of our Catholic faith. Learning that begins at home is enriched through an educational model that partners parishes and families to ensure children are nurtured to develop their whole selves—in mind, body, and spirit.

### *Catholic Education: A Brief History*

For many years, Catholic schools were founded and staffed by religious brothers and sisters whose gift was offering a quality education for every child. As these organizations began to experience a decrease in individuals seeking to enter religious vocations, they became unable to run or staff these schools. This is when local parishes took over and the Catholic educational model became a true partnership between families and their parish, working together to ensure that each parish family who desired a Catholic education for their children was able to experience one.



The change from religious brothers and sisters to lay teachers and administrators being hired resulted in increased costs. This reality, combined with the need to update curricula, to remain current with mandates from state and federal education departments, and to anticipate the continual rise of fixed costs, made it difficult for many Catholic schools. Sadly, this reality has not been sustainable for many parishes, resulting in the closure of many schools.



### *Continuing the Legacy*

Strong fiscal management and excellent community support have allowed St. Thomas to flourish. The 2026-2027 school year will mark **54 years** of Catholic education for our beloved St. Thomas School. We continue to offer the same outstanding education for which St. Thomas has come to be known for another half century and beyond.

To ensure that we can welcome every child and to keep up with advances in the world of education, we continue to monitor our income and expenses. **The actual anticipated cost of education at St. Thomas for the 2026-2027 school year is \$12,170**, but through the continued generosity of our parishes and donors, we are able to supplement the cost of this education for all families who attend St. Thomas School. Mindful of the Catholic tradition to welcome all children, our school offers tuition assistance to all who qualify. Tuition should not be a deterrent to receiving a quality Catholic education. To continue the legacy of a quality education, we need every St. Thomas family to be as supportive as possible with their time, talent, and treasure. This will ensure that the good work that God has begun will surely continue to bless future generations of students.





## 2026-2027 St. Thomas School

### Application, Enrollment & Re-Enrollment Information

St. Thomas School uses the FACTS System for applications and enrollments. This year we will offer an opportunity for continuous enrollment, which reduces annual paperwork, guarantees your child a spot at St. Thomas School, and eliminates the annual registration fee. If you prefer, you may continue with traditional re-enrollment online, or, if you do not have online access, please use the documents attached.

To apply and enroll your child(ren) for the **first time**, please go to: <https://bit.ly/applysts> and create an account, then follow these steps:

- Verify your account using your email
- Log in and click “Create a New Student Application”
- Input the demographic information for your child & “Submit”
- Click “Start Application” for that child. You may also “Create a New Student Application” for multiple children.

To **enroll or re-enroll** your child(ren) using Continuous Enrollment or traditional re-/enrollment, go to your family portal and click “Apply/Enroll” & “Enrollment/Reenrollment.” If you already have a family portal & are enrolling a new student, click “Application.”

***This must be completed by February 28, 2026.***

**The following items are needed to secure a space and complete the enrollment process:**

- \$100.00 Non-Refundable Registration Fee per student
- Signed Tuition Contract (online or on paper document)
- Updated Proof of Immunization (annually)
- Annual Health Record & Emergency Information Form
- Copy of Birth Certificate (upon initial enrollment)

### 2026-2027 St. Thomas School Tuition Contract

Student \_\_\_\_\_ Incoming Grade \_\_\_\_\_

Student \_\_\_\_\_ Incoming Grade \_\_\_\_\_

Student \_\_\_\_\_ Incoming Grade \_\_\_\_\_

**PreK Program:**  PreK3 (must be 3 years old by December 31st)  PreK4 (must be 4 years old by December 31st)

3 Full Days (Tues-Thurs) \$5,500  3 Half Days (Tues-Thurs) \$3,000  5 Full Days \$7,500  5 Half Days \$4,250

***All children entering PreK must be potty trained by the first day of school.***

***PreK programs are not eligible for financial aid or parish assistance.***

**Kindergarten through Grade 8: I, WE, AGREE TO PAY:**

\_\_\_\_\_ Actual Cost (**\$12,170**) \$4,795 is a tax-deductible donation to financial aid fund \_\_\_\_\_ Full Tuition (**\$7,375**) \_\_\_\_\_ Parish Tuition (**\$5,550**)

***I WILL BE APPLYING FOR:***

\_\_\_\_\_ General Financial Aid\* \_\_\_\_\_ Parish Subsidy\*\* Name of Parish \_\_\_\_\_

*\*Families must submit a completed application through the FACTS program by February 28th to be considered for tuition assistance. The \$100.00 registration fee must be paid, and the current W-2's and 2024 tax forms must be received by FACTS before Financial Aid review will be conducted by the Financial Aid Committee.*

*\*\*Parish Subsidy must be accompanied by the Affidavit of Active Parishioner Status for 2026-2027. Deadline to apply for ANY parish subsidy is March 31.*

**Choose Payment Option:**

\_\_\_\_\_ **OPTION 1 - PREPAID TUITION due June 1<sup>st</sup>**      \_\_\_\_\_ **OPTION 2 - FACTS 12 MONTH PAYMENT PLAN (June 1 – May 1)**

*Enrollment with FACTS must be completed by May 1, for payments to begin in June. Late enrollment will result in paying monthly balances already scheduled. All tuition payments for this plan made through FACTS end in May.*

I/We, the undersigned, agree to pay the non-refundable **\$100.00 registration fee per student** and tuition amount above beginning in June according to option selected above and that the registration fee is non-refundable.

I/We, the undersigned understand that **if the registration fee for returning students is not paid on or before March 1, 2026, we may lose our space(s).**

*I/We understand this registration will not be valid if current year tuition, EDP, or lunch balances are in arrears on May 31, 2026.*

**Parent Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WITHDRAWAL POLICY:** Your commitment to enroll informs our decision to hire faculty and staff and order textbooks and other supplies. Therefore, the following tuition policy will be in effect for the upcoming school year:

- Withdrawal between July 1-August 31: 25% of tuition due to school
- Withdrawal between September 1-Last Day of Quarter 1: 50% of tuition due to school
- 1st Day of Quarter 2-Last Day of School: 100% of tuition due to school

*Exceptions made at the sole discretion of Principal and Pastor.*

**WITHDRAWAL POLICY:** We understand that unforeseen circumstances arise, and we are willing to work with families who face unexpected financial hardship. Please contact the principal in order to modify existing payment plans. Families who consistently disregard tuition, lunch, and/or EDP payments, and who have not sought to remedy such through contacting the principal, may be asked to withdraw from St. Thomas School. This decision will be made in concert with the pastor, principal, and superintendent.

**Date Registration Paid:** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Cash** \_\_\_\_\_ *(Office Use Only)*



## **2026-2027 St. Thomas School Continuous Enrollment Agreement** (Optional)

Deadline to submit this form: February 28, 2026

### **1) Parties**

This Continuous Enrollment Agreement (“Agreement”) is entered into by and between St. Thomas School (“School”) and the undersigned parent(s)/guardian(s) (“Family”) for the benefit of this student.

### **2) Purpose and Term**

This Agreement streamlines the re-enrollment process by automatically reserving the student’s place at St. Thomas School each year until graduation or until the Agreement is ended under the terms below.

This Agreement becomes effective upon signature and automatically renews each successive academic year unless the Family opts out during the Opt-Out Period or the Agreement is otherwise terminated as provided below.

### **3) Benefits of Continuous Enrollment**

By entering this Agreement, the Family receives the following benefits:

- **Guaranteed Seat:** The student’s seat is secured each year through graduation, subject to academic, behavioral, and financial policies.
- **No Annual Registration Fee:** The School will waive the annual registration fee each year while the Agreement remains in effect.
- **Reduced Annual Paperwork:** The Family will complete streamlined annual updates instead of a full re-enrollment packet.

### **4) Annual Tuition Announcement**

The School will announce the following school year’s tuition and standard fees prior to the annual Opt-Out Period each year so that Families may make decisions with current information.

### **5) Opt-Out Period (No Penalty)**

The School will advertise a one-month Opt-Out Period annually from February 1–28. During this window:

- The Family may dissolve this Agreement with no financial loss or penalty for the upcoming school year.
- The Family’s written notice (letter or email) must be received by the School no later than February 28 of the current year to be effective for the next school year.

Written notices should be submitted to:

St. Thomas School  
69 North Ave., Sanford, ME 04073

OR

[ericka.sanborn@portlanddiocese.org](mailto:ericka.sanborn@portlanddiocese.org)

***Important:*** The Family bears responsibility for ensuring the School receives the written opt-out by February 28. Notices received after February 28 will be treated as withdrawals outside the Opt-Out Period (see Section 7).

### **6) Ongoing Eligibility and Conditions**

This Agreement, and the student’s seat, are contingent upon the student continuing to meet the School’s academic, behavioral, and attendance expectations and the Family’s adherence to financial obligations and School policies, including but not limited to:

- Timely tuition payments according to the School’s published billing schedules;
- Completion of any required forms or health/immunization updates;
- Maintaining up-to-date contact information with the School.

## **7) Withdrawal Outside Opt-Out Period (Financial Obligations)**

If the Family dissolves this Agreement outside the Opt-Out Period (i.e., after February 28 for the upcoming school year) or withdraws after the school year begins, the same withdrawal policy as traditional re-enrollment will apply:

WITHDRAWAL POLICY (Upcoming School Year):

Your commitment to enroll informs our decision to hire faculty and staff and order textbooks and other supplies. Therefore, the following tuition policy will be in effect for the upcoming school year:

- Withdrawal between July 1–August 31: 25% of tuition due to School.
- Withdrawal between September 1–Last Day of Quarter 1: 50% of tuition due to School.
- Withdrawal from 1st Day of Quarter 2–Last Day of School: 100% of tuition due to School.

These percentages apply to the annual tuition (exclusive of incidental charges already incurred). Any non-tuition amounts already incurred (e.g., purchased materials, activity fees already expended) remain the Family's responsibility where applicable.

## **8) Tuition Billing and Payment Plans**

Tuition and fee schedules, along with available payment plans, will be published annually prior to the Opt-Out Period. By remaining continuously enrolled after February 28, the Family agrees to the published tuition and fee schedules and to establish/maintain a payment plan in good standing.

## **9) Communications**

The School will provide annual reminders of the Opt-Out Period and publish tuition prior to February 1 each year. The Family agrees to review and respond to School communications sent to the email(s) on file and to promptly update contact information if it changes.

## **10) Termination by the School**

The School reserves the right to terminate this Agreement and/or enrollment at any time for reasons including, but not limited to, failure to meet academic or behavioral standards, violation of School policies, nonpayment or chronic late payment, or material misrepresentations in enrollment documentation.

## **11) Entire Agreement; Amendments**

This Agreement, together with referenced School policies and handbooks, constitutes the entire understanding of the parties with respect to continuous enrollment and supersedes prior discussions on that topic. Any amendments must be in writing and issued by the School.

## **12) Acknowledgment and Signature**

*By signing below, I/we acknowledge that I/we have read and understand this Agreement, including the Opt-Out Period and withdrawal policy, and agree to be bound by its terms.*

*By signing below I agree to continuous enrollment for my child. I understand that I have the option to opt-out in writing between Feb. 1–28 of the current year without financial penalties and that withdrawal outside of this window may incur financial obligations.*

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_



## 2026-2027 Extended Day Program (EDP)

Welcome to St. Thomas School's Extended Day Program (EDP)! St. Thomas' Extended Day Program staff are eager to support your child(ren) before and after school. Our before-school program runs from 7:00 a.m. until 8:15 a.m. Breakfast is available to students during this time for a fee. The after-school program runs from 3:00 p.m., when carline closes, until 5:30 p.m. In the afternoon, students are provided a healthy snack daily at no additional charge. Your child(ren) can choose a snack and milk during this time. Your child(ren) may also select a small, healthy snack of their own in lieu of what the program offers. On early release days, generally one Wednesday per month, our Extended Day Program runs from 1:00 p.m. until 5:30 p.m., and a healthy snack is also provided during this time.

The Extended Day Program follows a ratio of one staff member per seven students while the program is in operation and PreK students are present. Each staff member has been fingerprinted through Identigo and is CPR/First Aid certified. Staff members are also required to attend yearly trainings and/or workshops in early childhood development or education to gain knowledge of best practices to serve our students. All staff are also trained mandated reporters.

Students in pre-kindergarten through 8<sup>th</sup> grade can attend our Extended Day Program. We encourage families who know they will need to utilize EDP services on a regular basis to enroll in one of the three Unlimited Use Rate programs billed directly through FACTS. There is an additional cost savings granted to families for enrolling in one of these programs. **Payments through the FACTS program will begin in August.** A 24-hour notice is required if your child will be using drop-in EDP and does not have an unlimited plan. This allows us to ensure we have the appropriate staff to accommodate your child.

<b>EDP Rates</b>							
<i>(Updated January 2026)</i>							
	<b>AM Only</b>		<b>PM Only</b>		<b>AM &amp; PM</b>		<b>Early Release Day Bus-Student Rates</b>
	<b>Daily</b>	<b>Unlimited</b> <i>(Billed monthly)</i>	<b>Daily</b>	<b>Unlimited</b> <i>(Billed monthly)</i>	<b>Daily</b>	<b>Unlimited</b> <i>(Billed monthly)</i>	
1 Student	\$9	\$1240 <i>(\$124/month)</i>	\$17	\$2000 <i>(\$200/month)</i>	\$26	\$3100 <i>(\$310/month)</i>	\$12
2 Students	\$14	\$1550 <i>(\$155/month)</i>	\$24	\$2900 <i>(\$290/month)</i>	\$35	\$4000 <i>(\$400/month)</i>	\$16
3+ Students	\$18	\$2000 <i>(\$200/month)</i>	\$30	\$3800 <i>(\$380/month)</i>	\$45	\$5400 <i>(\$540/month)</i>	\$20



## 2026-2027 St. Thomas School EDP Registration Form

The St. Thomas School Extended Day Program provides care and supervision for our own students before and after school. Opportunities for study and recreation are provided in a safe environment. The program begins at 7:00am and closes at 5:30pm.

We encourage families who know they will need to utilize EDP services on a regular basis to enroll in one of the three Unlimited Use Rate Programs billed directly through FACTS. There is an additional cost savings granted to families for enrolling in one of these programs. **Payments through the FACTS program will begin in August.** As in past years, a \$10 per student late fee will be applied for students picked up after 5:30pm. Please call the school if you will be delayed.

If you expect to use EDP services this year, please read the enrollment packet provided & complete and return this form:

Parents'/Guardians' Name(s): \_\_\_\_\_

Child/Children's Name(s) & Grades: \_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mother: \_\_\_\_\_ Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_

Father: \_\_\_\_\_ Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_

### **Authorized Adults Allowed to Pick Up Your Child from EDP:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

*\* Please note that if EDP staff have not met the adult picking up your child, a valid ID must be presented to ensure that we are releasing your child to the correct individual.*

I am choosing to utilize the Drop-In EDP Rates. I understand that I will need to pay for these days by cash or check in advance of use, and that this option may not be available depending on enrollment and staffing.

I am choosing to enroll in an unlimited plan that will be billed monthly through FACTS.

Please check the appropriate boxes to indicate your choice of plan.

Mornings Only     Afternoons Only     Mornings & Afternoons     Wednesday Early Release Days

Number of Children:    1    2    3+

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***EDP is available on a first-come, first-served basis. Sign-up early to ensure your spot and to help us arrange for adequate staffing. A 24-hour notice must be provided to the office if your child will be using EDP & does not use the service regularly. This ensures proper staffing of EDP.***



## 2026-2027 Affidavit of Active Parishioner Status

Parents'/Guardians' Names: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

All three (3) of the following requirements must be met to receive a Parishioner Tuition Subsidy towards the cost of student education at St. Thomas School. **Parent/guardian: Please initial indicating that these statements are true for your family:**

\_\_\_\_\_ **Parish Registration** – Family members are baptized, and the family has been registered at St. Thérèse of Lisieux Parish, St. Matthew Parish, or Holy Spirit Parish for the past year. (Please contact sttherese@portlanddiocese.org, stmatthew@portlanddiocese.org, or <https://holyspiritme.org/contact-us> to register or inquire about registration status.) *Note: If transferring registration from another parish, please provide a letter from the parish office of the previous parish confirming your “active parishioner” status.*

\_\_\_\_\_ **Mass Attendance with Offering Envelope/eGiving Usage** - My family regularly attends Mass at St. Thérèse of Lisieux Parish, St. Matthew Parish, or Holy Spirit Parish on Sundays and Holy Days of Obligation. Financial support of the parish is also an important part of being an active parishioner. We use offering envelopes or eGiving for financially supporting the parish. The parish community realizes families may experience hardship in making monetary offerings on a regular basis. When unable, our intention to give is made evident by the simple placement of the offering envelope in the collection basket each week, even if the offering envelope is empty or contains only a small amount.

\_\_\_\_\_ **Stewardship: Time/Talent/Treasure** - Our family proactively contributes with our time, talent, and/or other treasure to the parish and school community through participation in the liturgy (Eucharistic ministers, lectors, ushers, greeters, etc.) and/or at parish and school ministries, committees, programs, events, etc. **Our family fulfilled the required school volunteer hours last year** (for returning families).

By signing below, I attest that in the past year, our family has attended mass each Sunday (or Saturday) and on Holy Days of obligation, missing 5 or fewer masses, and that we are **active** parishioners.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Families are encouraged to contact their pastor in order to complete this form. In the event of a denial, families will be contacted by the parish office.*

### *Parish Office Use Only*

#### **Approval/Denial**

- The family meets all three (3) of the requirements stated above, has attested to their active parishioner status, and thus is granted a Tuition Subsidy towards the cost of student education.
- The family does not meet the above requirements for a Parish Tuition Subsidy request.

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Parents/Guardians: Please have this form signed by your pastor and returned to the school by March 31, 2026. \***

**\*\* Families applying for tuition assistance must have this form returned by March 1, 2026. \*\***