



SAINT THOMAS THE APOSTLE SCHOOL

“SETTING THE STANDARD FOR EDUCATING MINDS AND HEARTS”

PARENT INFORMATION MANUAL

2022-2023



Ms. Annette Pioppo, Principal

333 State Route 18 South

Old Bridge, NJ 08857

www.sttaob.com

732-251-4812 Fax:732-251-5315

SAINT THOMAS THE APOSTLE SCHOOL
2022-2023

Mission Statement

Saint Thomas the Apostle School educates minds and hearts through the integration of a challenging curriculum and a firm faith in our Lord and our God. We do this for our students by supporting diversified achievements, respectful leadership, and Christian service to God and Community.

And where there is God...

Catholic schools provide a community where students learn and grow as Jesus did in faith., knowledge, and compassion for others. In this nurturing environment, students are given an opportunity to use their gifts and talents while learning to appreciate the contributions of others. It is in serving others that our students learn to give of themselves and practice the values they have been taught. We provide opportunities for personal prayer and pray together as a family on a regular basis through our Masses, services, and daily prayers. Students are able to freely practice their faith and express themselves in a way which encompasses all aspects of their lives. In addition to academic excellence, students are encouraged to develop character and integrity through Christian values. This culture helps to prepare the children to become successful and faithful in their professional and personal lives.

**Saint Thomas the Apostle is proud to receive its accreditation by AdvancED of Colleges & Schools
Commission on Elementary Schools**

ADMINISTRATION

PRINCIPAL.....Ms. Annette Pioppo
VICE PRINCIPAL.....Ms. Diane Zarate

DEPARTMENTS/SERVICE/OPERATIONS

SCHOOL BUSINESS OFFICE ADMINISTRATOR	Colleen Fritzen	Ext. 8254
SCHOOL OFFICE MANAGER	MaryAnn Adami	Ext. 8229
ADVANCEMENT AND ADMISSIONS	Julie Pasquale	Ext. 8253
AFTER CARE	MaryAnn Adami	Ext. 8229
BEFORE CARE	Donna Delfino	Ext. 8255
PARISH BUSINESS OFFICE MANAGER	Michelle Loney	Ext. 8223
SCHOOL NURSE	Marissa Dante	Ext. 8230
OPERATIONS MANAGER	Scott Titmas	Ext. 8231
FOOD SERVICES	Laura Brown	732-251-6361
	HarmonyFoods@outlook.com	

SCHOOL HOURS: Pre-K through 8 7:45AM to 2:00PM
OFFICE HOURS 7:30AM to 2:30PM

Contact Information 333 Route 18 South, Old Bridge, NJ 08857 Phone: 732-251-4812
Website: www.sttaob.com Fax: 732-251-5315

Admissions Information for All New Students

An Inquiry Form is available on the school website, from the Admissions Office at St. Thomas the Apostle School, or by calling 732-251-4000 Ext. 8253 to have one sent to you. Once you have returned this completed form we can set up an appointment for you and your child(ren) to discuss the rest of the application process. Tours are currently available by appointment only, on Monday through Thursday, between 2:30-3:30PM.

An official acceptance letter will be sent to parents/guardians following the application process. It will then be necessary to submit the proper documentation to the school. This includes all current St. Thomas families who are registering new Preschool or Kindergarten students, or new siblings in grades 1-8.

Registration for new Preschool, Kindergarten, and 1st through 8th grade students will begin in March.

AGE REQUIREMENTS

KINDERGARTEN STUDENTS	Age must adhere to sending district's age requirement
PRE-K 4-YEAR OLD STUDENTS	Age must adhere to sending district's age requirement for future Kindergarten program
PRE-K 3-YEAR OLD STUDENTS	Must be 3 by October 1 and fully toilet trained

Required Documents and Fees

1. **Birth Certificate:** Please submit a copy of the original Birth Certificate. **The original birth certificate is for verification of age, and the school has the right to ask to see the original as well as request the copy for our files.**
2. **Copies of Sacrament Certificates** are required for registration. (Baptism, First Reconciliation, First Communion, and Confirmation, as applicable)
3. **Immunization Form Requirements:** A physician signed immunization history is required for all new students. Please note that the influenza vaccine is a requirement for all children between six and fifty-nine months of age attending preschool. Each child must receive at least one dose of the vaccine between September 1st and December 31st of each year (one dose annually required). St. Thomas the Apostle School follows all state mandated vaccine requirements.
4. **Bus Form (B6T) and Proof of Residency** (if required)
5. **Non-Public Use of Textbooks Form**
6. **Registration Fee:** \$400 per family (K-8). Pre-K Registration Fee \$125. Pre-K siblings DO NOT qualify for the multiple child tuition discount, however the Pre-K Registration Fee is waived. All registration fees and tuition are paid through Blackbaud Smart Tuition. Also, please be aware that there is an annual set up fee assessed by Blackbaud Smart Tuition upon registration in the amount of \$48.

Re-registration for Returning Students

All returning families will be automatically re-registered for the new school year on January 31, unless written notice is received by January 15 that the family will not be returning. The \$400 Registration Fee is paid through Blackbaud Tuition Management (formerly Smart Tuition) in two installments of \$200 each in the months of February and March. After February, the \$400 must be paid in full. The \$48 Smart Tuition set up fee will be included in the first payment. **All Registration Fees are non-refundable.**

Grades Kindergarten – 8 Tuition and Fees

The continuing operation of St. Thomas the Apostle School, since its establishment in 1959, is the result of the cooperative effort of the pastor, faculty, and parents of the St. Thomas community. Each member of the school community must take on the obligation to do his/her specific share in fulfilling the school's total plan for financial self-reliance. Our plan calls for parents to fulfill the following responsibilities:

<u>TUITION</u>	<u>CATHOLIC*</u>		<u>NON-CATHOLIC</u>		
	Monthly**	Annually	Monthly**	Annually	
1 Child	\$ 489	\$ 5,374	1 Child	\$ 534	\$ 5,874
2 Children	\$ 855	\$ 9,404	2 Children	\$ 921	\$10,130
3 or more children	\$1,147	\$12,622	3 or more children	\$1,193	\$13,122

*In order to qualify for the Catholic discount, parents must be registered at a Parish in the Diocese, use Sunday envelopes, and worship regularly at a Diocesan Church. Families must submit a Parish Verification Form signed by the Pastor of the church where you attend weekly mass to receive the Catholic discount.

**Monthly payments are based on 11 payments made from July to May. If registration is completed later than July, the monthly payment amount will increase.

Registration and Fees (non-refundable)

Grades K-8: \$400 per family. This fee is payable in two installments of \$200 in the months of February and March. After February, the \$400 must be paid in full. Also, please be aware that there is an annual set up fee assessed by Smart Tuition upon registration in the amount of \$48.

The Registration Fee is paid online through Blackbaud Tuition Management (formerly Smart Tuition). This fee secures your child(ren) a place in our school. It is also necessary to offset the cost of the following:

- Textbooks and supplementary aids
- Standardized testing
- Audio-visual programs and materials
- Classroom periodicals
- Materials for art and music
- Insurance for each student
- Miscellaneous office and classroom supplies

Tuition Billing

St. Thomas the Apostle uses Blackbaud Tuition Management (formerly Smart Tuition Services) to collect tuition. **Parents/Guardians are required to enroll online at www.enrollwithsmart.com.** There are multiple payment choices; however, regardless of the payment plan, **all families are required to register. All families must enroll in automatic payments; we no longer offer invoiced billing.**

Withdrawal from St. Thomas the Apostle: Any family who withdraws from St. Thomas the Apostle school after the first day of classes is **obligated to pay tuition through December 31.**

Family Service Initiative (FSI)

STA's tuition includes a discount for parents (husband/wife) or guardians who participate in our Service Initiative. If families do not choose to volunteer, *or do not make arrangements to cover their hours, an additional \$700 per year will be added to your tuition to cover lost revenue.* These hours include a choice between bingo, lunch aides, athletics, PREP teachers, substitute teachers (must be a certified substitute teacher), or teacher aides. All positions are based on availability and principal approval.

There are people registered in the parish who can be privately contracted to work bingos for a fee. **After you receive your schedule,** contact the bingo coordinator, Jennifer Bachonski, in the Parish Office at 732-251-4000 ext. 8210 if you are interested in contact information for a replacement. *STA does not pay Bingo replacements.*

Our five weekly Bingos have historically grossed between \$250,000 and \$300,000 per year. This represents an approximate subsidy of \$700-\$900 for each child enrolled in St. Thomas the Apostle School. The success of our weekly bingos through the years borders on miraculous when compared to the same kind of efforts by other schools and parishes. Generating this additional money allows our tuition to remain within reach for our families. Good service by adequate staffing plays a large role in the success of our Bingo program.

Bingo Requirements: Each family is responsible for working 7 Bingos per year.

Bingo Schedule: Tuesday and Thursday: 11:00AM
 Friday: 9:00PM and Midnight
 Sunday: 5:00PM

Upon registration each year, parents are given the opportunity to select the day that is most convenient. A schedule of bingo staffing teams is compiled after registration. Bingo staffing assignments for the new school year begins on July 1, and ends on June 30.

A minimum of three (3) bingos must be completed prior to January 1. Missed bingos without replacement will be charged at a rate of \$100 per bingo.

Anyone who encounters a conflict with their scheduled day/night should call the chairperson and request a schedule change. If a different day/night is requested, the coordinator must be informed.

Alternate opportunities include*:

Lunch Time Volunteers: Requires helping in the cafeteria and during recess. The number of hours required to fulfill the Service Initiative varies.

PREP Teacher: This requires an interview and confirmation with the PREP Director, Deborah Yesis.

Teacher Aide: Teacher Aides are an integral part of the learning experience and an important addition to our classrooms. This position requires an interview with the Principal and a commitment of at least one day per week. ***Based on availability.**

Substitute Teacher: This position requires NJ Certification for Substitution, and you must be called in to substitute for a minimum of 8 school days. ***Not guaranteed and based on availability.**

*Please fill out a volunteer application, which is available in the school office as well as on the school website. All volunteers must adhere to the guidelines set forth for volunteers by the Diocese of Metuchen.

“Little Angels” Pre-School Tuition and Fees

The first few years of a child’s life is monumental in the development of certain key domains: language and literacy, social and emotional growth, and early mathematical concepts. At St. Thomas the Apostle, special consideration is given to the developmental capacities of a young brain and its potential as a precursor for future academic success.

All classrooms have Interactive Promethean Boards for technological opportunities.

The Pre-Kindergarten follows the St. Thomas the Apostle School calendar. Parents or guardians must select one of the following attendance and tuition schedules upon registration of the child:

4-Year-Old Program

Recognizing that learning occurs through Multiple Intelligences guides the experiences of our Pre-School 4 year olds. In addition to a comprehensive Kindergarten readiness program, physical education, music and movement, and art are included to target age-appropriate cognitive growth while incorporating stimulating both free and directed play. **Children must be 4 years in accordance with the sending district’s age requirement.**

		Monthly*	Annually
7:45AM – 2:00PM	Monday through Friday	\$ 630	\$6,930
7:45AM – 2:00PM	Monday, Wednesday, and Friday	\$ 404	\$4,442

**Monthly payment amount is based on payments made from August to June. If registration is completed later than August, the monthly payment amount will increase.*

3-Year-Old Program

Children learn fundamentally through play because learning is optimum when it is fun. The best way for our 3 year olds to learn through play is with movement, exploration, music, and pre-reading lessons. **All children must be 3 before October 1, and be fully toilet trained before starting school.**

3-Year-Old three day per week program (Monday, Wednesday, and Friday)

	Monthly*	Annually
7:45AM – 12:00PM	\$ 235	\$2,590
7:45AM – 2:00PM	\$ 404	\$4,442

3-Year-Old 5 day per week program

	Monthly*	Annually
7:45AM – 12:00PM	\$ 392	\$4,316
7:45AM – 2:00PM	\$ 630	\$6,930

**Monthly payment amount is based on payments made from August to June. If registration is completed later than August, the monthly payment amount will increase.*

Pre-K Registration Fee: \$125 per family. Registration for your child(ren) is a full year commitment.

Pre-Kindergarteners do not qualify for the elementary school multiple family discounts; however, the Pre-K registration fee will be waived. Also, please be aware that there is an annual set up fee assessed by Blackbaud Tuition Management (formerly Smart Tuition) upon registration in the amount of \$48.

Families enrolling more than one child in our Pre-K program will receive a 20% discount.

St. Thomas Before Care Program

A Before Care School Program is available for children enrolled in St. Thomas the Apostle School in grades Pre-K 4 through 8th grade. It is supervised by a certified member of the STA faculty.

The Before-Care School Program operated each regular school day from 6:30 – 7:30AM. It is held in the computer lab, a classroom in the middle school wing. Students should enter through the side door (Door #2). Please ring the bell for entrance.

During inclement weather, if the school has a 2-hour delay, Before Care will begin at 8:30AM.

Registration for the Before Care Program takes place in early September, during the first week of school. Registration is ongoing as needed.

The fees for Before-Care are:

	1 Hour	45 Minutes	30 Minutes	15 Minutes
1 Child	\$10.00	\$ 8.00	\$ 6.00	\$ 4.00
2 Children	\$11.00	\$ 9.00	\$ 7.00	\$ 5.00
3 or More Children	\$12.00	\$10.00	\$ 8.00	\$ 6.00

*All fees are per day rates.

If you have any questions regarding our Before Care program, please contact Ms. Donna Delfino, Before Care Supervisor, at ddelfino@sttaob.com. All billing questions should be directed to Ms. Colleen Fritzen, School Business Office Administrator, at cfritzen@sttaob.com.

St. Thomas After Care Program

The After Care program was established to serve the special needs of our parents and guardians who require an extended day for their children in a safe, structured, learning environment under the direction of a loving and dedicated staff. It is available to all students in grades Pre-K 4 through 8th grades. **We do not offer an After Care program for our Pre-K 3 year olds.**

Tentative Daily Schedule:

2:00-3:00PM Rest/Quiet time and snack (peanut free; provided by parent)

3:00-4:00PM Homework

4:00-6:30PM Fitness Room/Gym, outdoor play, reading, games

Hours: Full Days

Half Days

2:00-6:00PM (unless otherwise indicated)

12:20-6:00PM (additional fee applies)

All students ***must be registered*** prior to attending After Care. A \$25 per family, non-refundable registration fee is due with the After Care registration form.

After Care follows the regular school calendar. **In the case of any emergency closings or early dismissals, parents/guardians must provide other arrangements.**

Monthly Rates:	5 Days/Week	2:00-6:00PM
1 Child	\$378/Month	
2 Children	\$454/Month	
3 or More Children	\$568/Month	

Daily Rates:	1 Hour	2 Hours	3 Hours	4 Hours
1 Child	\$12	\$18	\$22	\$26
2 Children	\$18	\$22	\$26	\$32
3 or More Children	\$22	\$26	\$32	\$38

Early Dismissal day fees: 12:20PM to 2:00PM - \$12 for one child, \$18 per family. At 2:00PM the regular rates will begin. This fee applies to both the monthly and daily rates.

***Beginning at 6:10PM, a late pick-up fee will be charged to your account beginning at \$20, and increasing by \$5 for each additional 10 minutes that you are late to pick up your child.** Consistent late pick-ups will result in your child(ren)'s dismissal from the program.

All families are expected to remain up to date with their payments. **Any family who is more than 90 days late with their monthly payment will be suspended from using the program until their account is brought current.**

If you have any questions regarding the After Care program, please contact MaryAnn Adami, After Care Supervisor, at 732-251-4812 ext. 8229, or madami@sttaob.com. All billing questions should be directed to Ms. Colleen Fritzen, School Business Office Administrator, at cfritzen@sttaob.com.

Bus Transportation

Bus transportation (for Kindergarten through 8th grade students) to St. Thomas School is provided by most municipalities, according to New Jersey Law, providing certain distance requirements are met. Each municipality which provides busing has a “Transportation Coordinator” who arranges the bus routes and schedule.

St. Thomas School provides parents with busing forms. **All parents must complete the busing form (one form per child), regardless of your intention to avail your child(ren) of this form of transportation.** These forms must be returned to the school by March 10. This enables the school to submit to individual townships the necessary bus forms in time for the transportation coordinators to determine the need for a bus in that area. If bus forms are not submitted promptly, and a true count cannot be determined by these coordinators, you can and will lose your busing.

Not all municipalities provide bus transportation. Some will issue financial reimbursement allotments to parents who provide transportation for their child(ren) throughout the year. A busing form must be completed by parent(s) who qualify for a transportation reimbursement from their local municipality. Some municipalities, because of their geographic size, are not obligated to provide transportation or reimbursement. The following is for your information:

Old Bridge Board of Education
Route 9 and Jake Brown Road
Old Bridge, NJ 08857
732-360-4502

Matawan/Aberdeen Regional School Dist.
One Crest Way
Aberdeen, NJ 07747
732-290-2735

Monroe Township Board of Education
423 Buckelew Avenue
Monroe, NJ 08831
732-521-2114

Milltown Board of Education
80 Violet Terrace
Milltown, NJ 08850
732-828-0301

Monmouth-Ocean Ed. Services Commission
900 Hope Road
Tinton Falls, NJ 07712
732-695-7839
(Colts Neck, Howell, Freehold, Manalapan,
Englishtown, Morganville, and Marlboro)

Millstone Board of Ed. Attn: Transportation Dept.
18 Schoolhouse Road
Clarksburg, NJ 08510
732-446-2162

East Brunswick Board of Education
760 Route 18
East Brunswick, NJ 08816
732-613-6740

Holmdel Board of Education
4 Crawford Corner Road P.O. Box 407
Holmdel, NJ 07733
732-946-6705

South River Board of Education
15 Montgomery Street
South River, NJ 08882
732-613-4000

Spotswood Transportation Dept.
105 Summerhill Road
Spotswood, NJ 08884
732-723-2242

Sayreville Public Schools Transportation
P.O. Box 997
Sayreville, NJ 08872
732-525-5200

Middle School Experience

The Middle School Schedule:

Block schedules provide certain advantages over traditional schedules, such as fewer class interruptions, more time on task, and more in depth learning opportunities. All subjects are taught in 60 minute blocks with various days and classes per week.

A high priority has been given to Language Arts and Math (300 minutes each per week), which allows for teachers to use more process-oriented strategies and project based learning. Science, Social Studies, and Religion meet for 180 minutes per week, and Spanish, Physical Education, and Digital Technology meet for 120 minutes per week.

After School Programs:

Art Club:

The St. Thomas School Art Club is open to students in grades 1 through 8. The children experiment with various media and learn about the lives and styles of selected artists. There is a small fee for participation in the Art Club.

Fundamental Music Instruction:

Fundamental Music Instruction offers instrumental music instruction to students in grades 1-8 on the following instruments: flute, clarinet, saxophone, trumpet, trombone, percussion, guitar, and keyboard.

As students progress, they also offer oboe, piccolo, tenor saxophone, French horn, baritone, and tuba lessons. All instruments are available for rental, or you may provide your own. Students take part in our concerts as well as other performance opportunities, such as the Festival Band, Traveling Band, and Honor Guard Band.

Fundamental Music Instruction has provided successful music education programs in private and parochial schools throughout the tri-state area since 1979. They have built a tradition of excellence in music instruction with a strong commitment to educational goals. The instructors are dedicated, degreed teachers of music. All of our staff members attend a special orientation each year before school begins, and they participate in teacher meetings and workshops throughout the school year. In addition to teaching lessons and band and holding concerts in their own schools, our teachers also run our special Honors and All-State Band activities.

Athletics:

Programs to be determined based on availability.

Drama Organizations:

Programs to be determined based on availability.



ST. THOMAS THE APOSTLE

333 Highway 18, Old Bridge, NJ 08857 732-251-4812



St. Thomas the Apostle School Tuition Payment Policy

REGISTRATION AND FEES (non-refundable)

- Pre-K \$125 per family. Pre-Kindergarteners do not qualify for the elementary school multiple family discounts; however, the Pre-K registration fee will be waived.
- Grades K-8 \$400 per family. This fee is payable in two installments of \$200 in the months of February and March. After February, the \$400 must be paid in full.

The registration fee is paid online through Blackbaud Tuition Management (formerly Smart Tuition). This fee secures your child(ren) a place in our school.

TUITION BILLING

St. Thomas the Apostle uses Blackbaud Tuition Management (formerly Smart Tuition Services) to collect tuition. **Parents/Guardians are required to enroll online at www.enrollwithsmart.com.** There are multiple payment choices; however, regardless of the payment plan, **all families are required to register. All families must enroll in automatic payments; we no longer offer invoiced billing.** Smart Tuition will also assess an annual \$48 set up fee, payable at the time of your registration.

Non-Admission Due to Tuition Payment Delinquency

- The Administration will inform any school family failing to pay their tuition according to their agreement with the school or who have been unwilling to make suitable alternative arrangements with the school that their children are not allowed admittance or re-admittance to St. Thomas the Apostle School. Once financial restitution is made, re-admittance under these circumstances is conditional. A deadline for a student's timely enrollment for the first day of school is August 1st. **Any student delinquent in payments of any type will not receive report cards, transcripts, letters of recommendation, or be promoted or graduated from St. Thomas the Apostle School.**

Delinquent Tuition from Previous Years

- Any unpaid tuition from previous years prevents re-enrollment in St. Thomas the Apostle School. Under these criteria a parent must pay all previous outstanding fees prior to enrollment.

Delinquent Tuition Collection

- In addition to the above, any family who is in tuition arrears will be reported to our collection agency, The Notte Agency, Inc.

WITHDRAWAL FROM ST. THOMAS AFTER SEPTEMBER 1

Any family who withdraws from St. Thomas the Apostle school after the first day of classes is **obligated to pay tuition through December 31.**