



Holy Angels Catholic School

211 Cooper Street + Woodbury, NJ+ 08096 + 856-848-6826

REGISTRATION CHECKLIST FOR GRADES PK THROUGH 8

Please be sure all paperwork is complete, and requested documents are included, before returning registration to the school.

___ Registration Form with a check for the \$ 125 non-refundable registration fee made out to H.A.C.S.

___ All families will need to complete FACTS for tuition payments. Link on our website.

___ B6T Bus Form (Application for Private School Transportation)

___ Transfer Records Form completed

___ Immunization Records

___ Birth Certificate (copy)

___ Baptismal Certificate (copy)

Holy Angels Catholic School 2022-2023 School Year Payment Contract

Family Name _____

Address _____

Email: _____ Phone# _____

Student Name & Grade: _____

Student Name & Grade: _____

Student Name & Grade: _____

Student Name & Grade: _____

Tuition Rates K – 8

\$5100.00 One Catholic Child

\$9175.00 Two Catholic Children

\$12,425.00 Three Catholic Children

Pre-K

\$6350.00 5 Full Days

\$4025.00 Full Day Three Days a Week

\$4,820.00 Half Day Five Days a Week

\$3250.00 Half Day Three Days a Week

****Please note your child is Age 3 or 4***

***Additional Fees**

Technology fee *per student* \$50.00

Administrative fee *per family* \$100.00

Tuition Assistance _____

Total Due _____

Age 3 _____

Age 4 _____

____ I agree to pay based on the FACTS Tuition Agreement starting July 1st 2022.

Parish _____

Name (Print) _____ Signature _____

Date _____



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Holy Angels Catholic School

Request for Records from Previous School to (Holy Angels Catholic School)

Name of Student: _____

Date of Birth _____

Grade in September _____

Date of Request _____

Request Sent To _____

(Name and Address of School the Student is transferring from)

I, _____, the parent/guardian of

_____ Has enrolled this student in Holy Angels Catholic School and give authorization for you to release all Academic and Health Records.

If applicable, I also give permission to release Child Study Team Records.

Parent/Guardian Signature _____

Date _____

Please forward all information to:

Holy Angels Catholic School

211 Cooper Street

Woodbury, NJ 08096



Holy Angels Catholic School

211 Cooper Street + Woodbury, NJ+ 08096 + 856-848-6826

STUDENT'S NAME: _____

Grade: _____

Please list names of anyone authorized to pick-up your son/daughter from Extended Day. Individuals must be 18 years or older. These individuals must report to Extended Day to sign your son/daughter out of the program.

My son/daughter may be released only to the following individuals.

Name: _____

Relationship: _____ Tel#: _____

Name: _____

Relationship: _____ Tel#: _____

Name: _____

Relationship: _____ Tel#: _____

Name: _____

Relationship: _____ Tel#: _____

Name: _____

Relationship: _____ Tel#: _____

Parent/guardian signature and Cell Phone #:

Parent/guardian signature and Cell Phone #:

Please submit a separate application for each child to the private school

SCHOOL YEAR 2022-2023 RESIDENT DISTRICT BOARD OF EDUCATION _____

STUDENT'S NAME _____ DATE OF BIRTH _____
LAST FIRST MIDDLE MONTH DAY YEAR

GENDER _____ PARENT/GUARDIAN NAME _____ DAYTIME PHONE _____
M or F AREA CODE + NUMBER

HOME ADDRESS _____ CITY or TWP _____ ZIP _____

NEAREST INTERSECTION TO STUDENT'S RESIDENCE _____

MAILING ADDRESS _____ ZIP _____

FULL NAME OF SCHOOL TO BE ATTENDED HOLY ANGELS CATHOLIC SCHOOL PHONE 856-848-6826

ADDRESS OF SCHOOL 211 COOPER STREET, WOODBURY N.J. 08096

STUDENT'S GRADE FOR THE COMING YEAR _____ SHORTEST ONE-WAY MILEAGE BETWEEN HOME AND SCHOOL _____
(MEASURED VIA THE SHORTEST ROUTE ALONG PUBLIC ROADWAYS OR WALKWAYS IN MILES AND TENTHS)

DATE SCHOOL OPENS SEPTEMBER CLOSING JUNE SCHOOL HOURS FROM 8:05 AM TO 2:30 PM
MILES TENTHS

NAME AND ADDRESS OF LAST SCHOOL OF ATTENDANCE _____

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE * FOR PUBLIC SCHOOL USE ONLY

YOUR APPLICATION HAS BEEN REVIEWED BY THE RESIDENT DISTRICT BOARD OF EDUCATION. THE FOLLOWING DETERMINATION HAS BEEN MADE:

_____ TRANSPORTATION WILL BE PROVIDED _____ YOU ARE ELIGIBLE FOR PAYMENT IN LIEU OF TRANSPORTATION

_____ INELIGIBLE _____ (REASON)

DATE _____ SIGNATURE _____ TITLE _____

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION (B6T) N.J.A.C. 6A:27-2.5

1. IT IS THE OBLIGATION OF THE PARENT OR GUARDIAN OF PRIVATE SCHOOL STUDENTS TO:

- ANNUALLY OBTAIN THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION FROM THE ADMINISTRATIVE OFFICE OF THE PRIVATE SCHOOL FOR EACH STUDENT FOR WHICH TRANSPORTATION SERVICES ARE BEING REQUESTED. SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT.

NOTE:

- IF THERE IS A CHANGE OF HOME ADDRESS, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
- IF THERE IS A CHANGE IN THE NONPUBLIC SCHOOL OF ATTENDANCE, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.

- COMPLETE THIS APPLICATION AND RETURN IT TO THE PRIVATE SCHOOL ON OR BEFORE MARCH 10TH PRECEDING THE SCHOOL YEAR IN WHICH TRANSPORTATION IS BEING REQUESTED.

LATE APPLICATIONS – ANY APPLICATION RECEIVED AFTER MARCH 10TH WILL BE A LATE APPLICATION AND MUST BE ACCOMPANIED BY A STATEMENT OF THE REASON FOR LATENESS. ELIGIBLE STUDENTS WILL RECEIVE TRANSPORTATION OR AID IN LIEU OF TRANSPORTATION BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE PUBLIC SCHOOL.

2. IT IS THE OBLIGATION OF THE NONPUBLIC SCHOOL ADMINISTRATOR TO ANNUALLY COLLECT THE APPLICATION AND SUBMIT IT TO THE PUBLIC SCHOOL FROM WHICH TRANSPORTATION IS BEING REQUESTED PRIOR TO MARCH 15TH.

3. IT IS THE OBLIGATION OF THE PUBLIC SCHOOL ADMINISTRATOR TO NOTIFY THE PARENT OR GUARDIAN AS TO THE DETERMINATION OF EACH APPLICATION BY AUGUST 1ST.

A DISTRICT BOARD OF EDUCATION SHALL PAY AID IN LIEU OF TRANSPORTATION TO THE PARENT OR GUARDIAN OF AN ELIGIBLE STUDENT ONLY AFTER RECEIVING A SIGNED "REQUEST FOR PAYMENT OF TRANSPORTATION AID" VOUCHER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.

Holy Angels Catholic School Extended Day Program

Extended Day Registration Form

Email: office@holyangelswoodbury.org

Phone: 856-848-6826

Registration fee is \$25.00 per student and must be paid prior to using the Before Care or Extended Day Programs. (Registration fee is one-time payment per student for the use of BOTH Before Care and Extended Day)

The program serves all Holy Angels Catholic School students grades Pre-K through Grade 8.

Please check all that apply and return this form to school. **Below please check ESTIMATED days for morning care and extended day. Please fill out the weekly extended day form each week.

Before School Program

Monday ____

Tuesday ____

Wednesday ____

Thursday ____

Friday ____

Extended Day Program

Monday: 1__ 2__ 3__ hrs.

Tuesday: 1__ 2__ 3__ hrs.

Wednesday: 1__ 2__ 3__ hrs.

Thursday: 1__ 2__ 3__ hrs.

Friday : 1__ 2__ 3__ hrs.

*First Friday half day 1__ 2__ 3__ 4__ 5__ 6__ hrs.

Child's Name _____ Date of Birth _____

Grade _____ Teacher _____

Parent/Guardian: _____

Address: _____

Telephone: _____ Cell Phone: _____

_____ Email _____

Signature: _____

Does your child have food allergies/medical concerns? Please explain _____

Holy Angels Catholic School Extended Day Program

Release Authorization

STUDENT'S NAME: _____

Grade: _____

Please list names of anyone authorized to pick-up your son/daughter from Extended Day. Individuals must be 18 years or older. These individuals must report to Extended Day to sign your son/daughter out of the program.

My son/daughter may be released only to the following individuals.

Name: _____

Relationship: _____ Tel#: _____

Name: _____

Relationship: _____ Tel#: _____

Name: _____

Relationship: _____ Tel#: _____

Name: _____

Relationship: _____ Tel#: _____

Name: _____

Relationship: _____ Tel#: _____

Parent/guardian signature and Cell Phone #:

Parent/guardian signature and Cell Phone #:

Mission

The mission of Holy Angels Catholic School is to inspire academic excellence through teaching, living, and proclaiming God's values with justice, respect, and compassion.

The Before School Program:

The program opens at 6:45 am. Drop off is at the main school entrance. Please ring the bell and wait to be let in.

The After-School Program:

The program begins at dismissal and runs until 5:30 pm. Students are dismissed from their classrooms at the end of the school day and brought to extended day by school staff. Pick up is at the cafeteria entrance. Please pack an after-school snack for your child to eat at Extended Day. On half days, please provide your child with a lunch.

Weather permitting, students will go outside to play. Inside the students will have access to toys, books, puzzles, movies, and art supplies. Homework time is available and encouraged.



Policies

The Extended Day Program is an extension of the school day and is governed by all the same policies and behavioral expectations.

Snow Day Policy

Generally, we abide by the surrounding schools regarding school cancellations and delayed school openings. Radio and TV stations will carry the Holy Angels announcement and we would also use the automated phone system, "Remind" to notify every Holy Angels' family of a no school announcement and or a message about a delayed opening. When school is canceled, there will be no am. or pm. Programs.

If a one- or two-hour delay is announced, there will not be any Before Care.

On days when a storm is expected to arrive in the afternoon hours please make every effort to pick your child up by the close of school at 3:00 pm. If you are not able to pick your child up, please make arrangements for someone else to pick your child up or send them home with another family. It is for the safety of the staff we ask for your co-operation. If Holy Angels Catholic School cancels afternoon activities or programs due to inclement weather the Extended Day Program in most cases will be canceled.

Giving Proper Notice:

- Any time your extended day plans change, you need to notify your child's teacher. If you know days prior, please send a written note or email the teacher.
- If you need to send your child to Extended day on an unscheduled day, please send a written note to your child's teacher.
- If you have a change in plans during the school day, please call the office and a message will be relayed to your child's teacher detailing the change.
- If someone different is picking your child up from the afterschool program, please send a written note to your child's teacher.

Payment/Fee Schedule

There is an annual registration fee of \$25.00 per student.

Before School Program 6:45am-8:00am	\$6.00 fixed rate	
Extended Day Program 3:00pm to 5:30pm	Pick Up	Fee
	Before 4:00pm	\$7.00
	Before 5:00pm	\$10.00 / sibling: \$7
	Before 6:00pm	\$15.00 / sibling: \$7
<p style="text-align: center;">Extended Day- Early Release Days 12:30 pm- 5:30 pm</p> <p>*There is NO extended day on the Wednesday before Thanksgiving, the day before Christmas Break and Easter Break, Race for Education day, and the last day of school. If Extended day is canceled for any other reason, parents will be notified a week prior to allow time to make other arrangements.</p>	Pick Up	Fee
	Before 1:30pm	\$7.00
	Before 2:30pm	\$10.00 /sibling: \$7
	Before 3:30pm	\$15.00/ sibling: \$7
	Before 4:30pm	\$20.00 / sibling: \$7
	Before 6:00pm	\$25.00 / sibling: \$7

Payments: Extended Day Program billing is completed weekly. It is imperative that accounts be kept current.

Late Pick up: Please note the Extended Day Program ends promptly at 5:30 pm. A late fee of \$5.00 per child will be charged if the student remains in our care after 5:30pm.

Please sign below: We have read the policies and fees associated with the use of the Extended Day Program and agree to be governed by them.

Parent/Guardian

Signature _____

Date _____

Price increase as of 2019/2020



August 2021

Dear Parent, Guardian or Caregiver,

The beginning of the school year is quickly approaching! We would like to wish you and your family a successful 2021-22 school year and thank you for your continued patronage.

Please know that we are taking every precaution necessary to keep your children safe while we prepare their lunches. CDC guidelines will be followed with care. As always, all kitchen surfaces will be cleaned thoroughly on the arrival and departure of our employees each day. Masks & gloves will be worn. Every lunch and all sides will be placed in a takeout box or takeout bag and all condiments, dressings and such will be single serve. In order to reduce the handling and transfer of money, we have implemented a strict pre-order system, therefore all snacks and drinks must also be pre-ordered. These practices are being put into place to keep your children healthy and safe.

Lunch ordering is done on the on-line ordering system that was developed exclusively for Duke Catering. The system is very easy to use, easy to order and easy to pay for items ordered. You can view your child's orders at any time by logging into your account. The cost of the standard lunches \$4, a large portion (main item only) is \$5.50, small water bottle \$.75 and a large water bottle for \$1.00. An e-mail will be sent to you every Friday, reminding you of the items you ordered for the coming week.

We understand everyone's busy schedule, however, lunches need to be pre-ordered. The ordering system will be open up until midnight the night prior. In the morning we will print the orders and lunches will be delivered to your child in his/her classroom. Please utilize the ordering system at <http://holyangelswoodbury.dukecatering.com> to place your child's order. You may also pay for your child's order with a small convenience fee there as well. If you prefer to send in a check, please make it payable to Duke Catering & place it in an envelope labeled Duke on the front. Snacks may be bought daily with cash if preferred.

Also, we are very cautious about food allergies. However, there are times that manufacturers change how they process their products or change their ingredients without letting us know, therefore we cannot guarantee that all foods are allergy friendly. Please inform us of any food allergies that your child may have.

Lastly, if your child is absent on a day that they ordered lunch, please email us at dukecatering2017@gmail.com so we can issue you a credit.

How to use the system: PLEASE NOTE THAT YOU NEED TO REGISTER EACH YEAR AS WE DO NOT SAVE INFO.

Go to <http://holyangelswoodbury.dukecatering.com>

1. Click on the Click Here to Register button.
2. Complete the Registration for Account Form. When completed click Register Now at the bottom of the page.
3. Next click the Student button. This is where you will enter your child's name and grade. When you are finished completing this information click Insert. If you have more than one child you will then click Add New to enter another child.
4. You are now ready to order your child's lunch. After you have clicked on your lunch choices for the month, hit Place Your Order & Proceed.
5. Next you can check out. You may pay on line (Visa, MC, Amex & Discover accepted). Please note that there is a convenience fee for this service (2.8% plus \$.25) or you may choose to send a check into school, made payable to Duke Catering. To send a check simply click the Print Remittance Form option and send that form in with your check.

Should you not have a computer and/or are having computer/printer problems you may simply pick up a menu order form from the school, complete it and pay by check or cash and return it to the school.

You may order by the month, by the week or for individual days. You also have the option of ordering for the month, but sending checks in weekly or bi-weekly to pay for your child's lunches. Just be sure to put your child's name & note that it is payment for a pre-order on the envelope.

Snacks, water, cookies & ice-cream can be ordered on line.

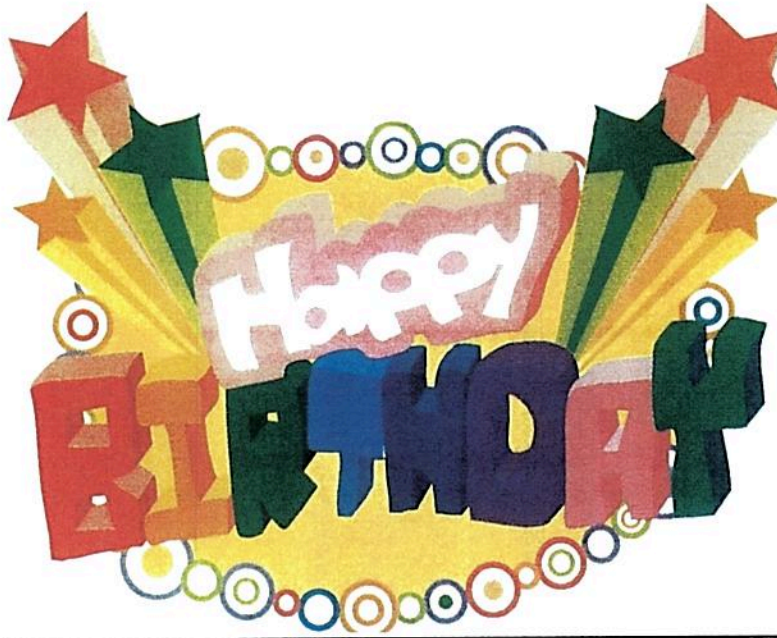
We spend a considerable amount of time in planning our menus to ensure that the children will enjoy tasty, healthy and satisfying lunches. We will present a variety of foods, taste and textures and we hope that the children will look forward to and really enjoy the lunches we provide.

Our menu is designed to be lower in fat, cholesterol and lower in salt and none of the food served will be deep-fried. We will also plan menus based on the seasons offering the children menu items that are lighter in the warmer months and heavier in the colder months. We are continuing to implement the Wellness Program using lower fat, lower sodium and lower cholesterol items and more fruits and vegetables in the daily lunches.

We also welcome any menu suggestions you may have for school lunches. We really appreciate the opportunity to serve you and your children. If you have any questions, you can reach us at 856-986-4512 or e-mail us at dukecatering2017@gmail.com. We also welcome any suggestions or feedback.

As always, thank you –
The Staff of Duke Catering

Celebrate Your Child's Birthday!



Duke Catering would like to help you celebrate your child's birthday at school. You can purchase a "Birthday Treat" for your child and their classmates.

Our cafeteria will provide each student in your child's class with one of the snacks below:

1. Bagged Snack - \$.75
2. Fresh Baked Cookies \$1.00
3. Ice Cream Treat \$1.50
4. Child's Choice up to \$1.00
5. Child's Choice up to \$1.50

You may choose a selection for the birthday treat for your child's class. If possible, please give us 2 days notice prior to birthday. In addition, the birthday boy or girl will receive a coupon for a free snack to be used at a later date.

Please contact Carla at 856-986-4512

.....
Students Name: _____ Grade _____

Celebration Date: _____ Selection # _____

Parents Phone Number: _____



Directions for setting up your FACTS account:

Holy Angels Catholic School: For New Families

- Go to <https://online.factsmgt.com/signin/4J6VX>
- Click on **NEW ACCOUNT** – create Username and Password
- Enter an email address that you can use to receive information from FACTS
- Click **CREATE NEW FACTS ACCOUNT**
- Fill in all **CONTACT INFORMATION** and Click **NEXT**
- Complete **CREATE ACCOUNT PROFILE** and Click **SUBMIT**
- Click **SELECT A PAYMENT PLAN** under the heading Payment Plan and Billing
- Select the **2021-2022 school year** then Click **BEGIN**
- Click **ADD STUDENT**
- Fill out the name and grade student is entering in the fall and then Click **Save then NEXT**
- Here is where you select your **PAYMENT PLAN OPTION**
 - You can choose one of these options – Full Payment or Monthly Payment
 - There is **NO ADDITIONAL FEE** for auto bank withdrawal from a checking account (use routing number and account number from a check)
 - There is an **ADDITIONAL FEE** to use a credit card/debit card of 2.85% per payment
- Select the **DUE DATE** for your payments and Click **NEXT**
- **REVIEW** the payment schedule then select **NEXT**
- **AUTHORIZE PAYMENT** – simply read and agree to the **TERMS AND CONDITIONS** put a check mark in the little box and Click **AUTHORIZE** (you are not paying anything at this time. You are authorizing future payments to be collected at later dates or be billed by invoice.) Your account number will appear and you can print out your account information.

Thank You Print or save your confirmation page. It includes your agreement number which can be used to reference your tuition payment plan with your school and FACTS.

You may contact a FACTS representative at (866) 441-4637 with questions.

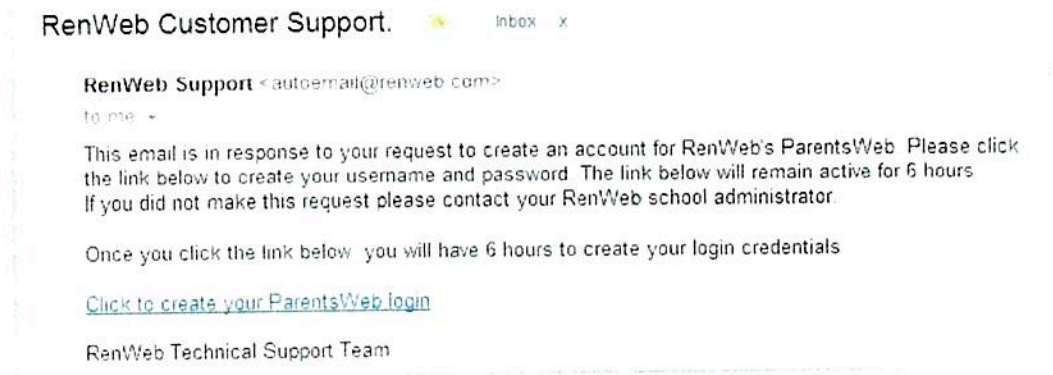
Accessing ParentsWeb

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Make sure that the school has your email address in RenWeb.
- In Internet Explorer, Firefox, or Safari, go to www.renweb.com and click the orange button on the top right labelled **LOG IN**.
- Choose **PARENTS WEB LOGIN**. You will get a screen to enter a username and password or create an account.
- Type the school's **District Code**: DCAM-NJ
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and **RenWeb Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password. If there are dots in the Password box, clear them and type a password.



Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	*****	*****	<input type="button" value="Save User Name and/or Password"/>

- Click **Save User Name and/or Password**.
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	*****		<input type="button" value="Save User Name and/or Password"/>

- You may now log in to ParentsWeb using your new User Name and Password.
- ParentsWeb allows you to access:
 - Student attendance and daily grades
 - Progress reports, reports cards
 - Lesson plans and homework
 - School events and calendar