

Processing & Fee Days

On August 12th & 13th, 2009 St. John of the Cross Parish School will be holding Processing Days. The School Office will be closed for the month of July; therefore, we are instituting "Processing Days" to complete tasks that were previously completed over the summer.

These days will provide families with the opportunity to:

- purchase necessary school items such as gym uniforms, assignment books, and tote bags
- pay fees for Milk, Graduation, Yearbooks, and Athletics (Cross Country & Track T-shirts)
- pay dues for Parent Association and Clubs
- sign-up for volunteer hours for School needs and Parent Association activities
- complete necessary office forms & update personal information
- return completed forms for Medical Emergency, Medicine Permissions and Health Forms*
(These forms were sent home in June; however they may be printed from the SJC website if misplaced)
- register for Extended Day
- receive the School Parent Handbook
- receive your child's homeroom assignments

In order for us to provide an orderly processing system, please adhere to the following schedule which has been arranged according to your family's last name. The Processing Days will be held in the school building. Enter at the front door.

Aug 12	A - B at 9:00 AM G at 11 AM	C at 9:30 AM H at 11:30 AM	D - E at 10 AM I - K at 12 PM	F at 10:30 AM L - Ma at 12:30 PM
Aug 13	Mc - Miz at 9:00 AM R - Sa at 11 AM	Mo - Muz at 9:30 AM Sc - Sm at 11:30AM	N - O at 10 AM So - T at 12 PM	P - Q at 10:30 AM U-Z at 12:30 PM
Aug 13	A - F 5 to 6 PM	G - L 6 to 7 PM		
Aug 13	M - P 7 to 8 PM	Q - Z 8 to 9 PM		
Aug 20	Late Processing from 9 AM to 1 PM			

Please allow about 30 minutes to complete the processing procedure.

If you are unable to make your time & day or the late date, you may call the school office AFTER Aug 20th for your child's room assignment. DO NOT CALL PRIOR TO THIS DATE. If you miss Processing Days, please plan on stopping by the school finance office on the first day of classes.

*** If completed health forms for grade K, 2 and 6 are not submitted by the first day of school, you will be contacted to take your child home until these forms are complete & returned to school. These forms are required by the State of Illinois as well as the Archdiocese of Chicago.**

ONLY checks or cash will be accepted for payment. One check can be used for all fees & purchases
Exception: The Athletic Association will need a separate check of \$65.00 for uniform deposit per student for Basketball & Volleyball.

Please note the first tuition payment is due PRIOR to this processing day. No tuition payments will be accepted this day. Tuition payments may be mailed to the school anytime over the summer.

If you have any questions please contact Val Nelson at the St. John of the Cross School Finance Office.
Phone: 708-246-4454 ext 207
Email: nelson@sjc.pvt.k12.il.us

Pricelist for Processing Days

Gym Uniforms

Youth top \$7.00
Youth shorts \$7.00
Adult top \$8.00
Adult shorts \$8.00

Gym Bags \$6.00 each
Replacement for Gr. 3 to 8
(New students & Gr. 2 receive gym bags the first day of school)

Milk for Grades K – 8 \$30 per student per year

Yearbook \$20 each

Parent Association Dues \$50.00 per student All Grades Pre-K -8
Extra Directories \$5.00 (one per family included)

Graduation Fee \$190.00 Gr. 8 only

Tote bags \$5.00 Grades Pre-K to 2nd

These bags are mandatory for these grades, however you may use the bag from the previous year if you wish. These totes were **NOT** included in the preordered school supplies this year.

Athletic Association Grades 5 - 8

Girls Basketball & Volleyball \$90.00 per sport per child
Boys Basketball \$90.00 per sport per child
Cross Country and Track & Field \$60.00 per sport per child

Cross Country & Track & field use the same t-shirt from to year. If you are in need of a new t-shirt you may pay for one on Processing Days at a cost of \$20.00 each. Your child will receive it from his/her coach at the appropriate time.

Volleyball & Basketball uniform deposit will be \$65 per sport per child. This payment **MUST** be a separate check. The idea is that once the uniform is returned in good condition your check will be destroyed at that time & you will be notified via email.