



Continuous Enrollment FAQ - Grades K - 8

What is Continuous Enrollment (CE)?

Continuous Enrollment guarantees your child's class placement until graduation. As a result, there's no need to re-enroll your child each year. If your educational plans change, then you'll simply notify us that you wish to "opt-out" of Continuous Enrollment for the following year.

Continuous enrollment makes ongoing enrollment easier and more convenient for parents by simplifying the re-enrollment process.

Why does re-enrollment matter? And why do we go through this every year?

Our school leadership team does a lot of planning to ensure that we're prepared to fulfill our mission every year. We rely on enrollment numbers to make plans for staffing, programs, materials, curriculum, and facility usage. We want to invest tuition dollars wisely so that we can provide the best education possible to our students each and every year.

Up until this point, re-enrollment has been an "opt-in" program. Rather than an opt-in annual re-enrollment process, our annual re-enrollment will become an OPT-OUT process. In other words, if you're coming back after signing your "Continuous Enrollment Contract," your seat will be secure through graduation.

What will the Continuous Agreement contain?

- I hereby opt into continuous enrollment. This means that my child/ren will keep coming back to Saint Bridget School every year unless I tell the school otherwise.
- I understand that I have until March 1st every year to notify the Saint Bridget School Admissions office of any changes in my plans of enrollment for my child/ren.
- If I breach this contract by disenrolling my child/ren after July 15th, I understand that I will be contractually obligated to pay 1 month of tuition as a penalty.
- Unique circumstance, Saint Bridget School recognizes that family plans change. For any unique circumstances (such as the following) families disenrolling after the announced deadline will be exempt from the 1-month penalty
 - Moving/relocation 25+ miles away from Saint Bridget School.
 - Educational needs for the student that can no longer be met by Saint Bridget School as determined by faculty and school leadership.
 - Dis-enrollment at the request of Saint Bridget School.
 - Other circumstances as approved by the Pastor.

How do I sign up for this?

For the any given school year, families will agree to Continuous Enrollment during the re-enrollment process/completion of the re-enrollment packet. You will have until March 1st to complete the re-enrollment packet.

If a family does not complete a re-enrollment packet for their child/ren, including the Continuous Enrollment Contract, by March 1st, the respective “seats” will be considered “open” for new applicants. New enrollment acceptances will go out annually on March 15th.

Why do we need to sign a CE agreement?

Having families sign the one-time Continuous Enrollment Contract confirms that families fully understand the new policy and requirements.

Does CE apply to all students?

At this time, Continuous enrollment only pertains to Kindergarten through Grade 8.

Are there other forms (health forms, transportation forms, after-school programs, early ed days, etc.) that need to be completed each year?

Yes. These will be made available to parents in a school-wide communication later in the spring. These forms, while still required, will no longer be associated with the February enrollment activities.

Does our family need to have a FACTS account?

Yes, all families sign up for a FACTS account for tuition payments, the annual enrollment deposit, and incidentals (sports fees, etc.) upon enrollment.

After this year, what will the re-enrollment season look like?

Once your family has signed the Continuous Enrollment agreement, the typical re-enrollment season (January through March) will simply include communication reminders from the Admissions team informing families that might be thinking about leaving our school to notify us prior to March 1st.

What are the benefits of CE to families?

Simplicity and guaranteed placement! With increasing enrollment, we are either at or near waitlists in many of our grades, placement in next year’s class is an increasingly sought-after spot. By opting into continuous enrollment, you’ll be locking down that coveted seat for your child until graduation.

What is the CE timeline after this year?

- You will receive a continuous enrollment email on or around January 10th each year, reminding you that you are already enrolled at Saint Bridget School and will receive the upcoming year’s Schedule of Tuition and Fees and affordability and financial assistance information. This will include a reminder that if you intend to withdraw your student, you must submit your notice to the school *in writing* on or before March 1st (Renewal Date) to avoid being billed the nonrefundable Registration Fee for each child.
- No action will be required if your children will be at Saint Bridget School the following year, and the annual enrollment deposit will automatically be billed to your FACTS account March 1st. If the enrollment deposit is not paid by the due date, your child’s seat will be open for new applicants.
- Each summer before school begins, families will receive an email with directions on how to update family information in FACTS, sign annual permissions, and review the online Student/Parent Handbook.

How do we notify the school if we do not plan to return?

To withdraw your student at any time for the current or following academic year, you must submit this request in writing to the school. Requests for the transfer of student records and year-end report cards will be processed only when a student's account with Saint Bridget School is paid in full.

Each year, parents will have an opt-out period between January 10 and March 1. If you decide you do not want your child to remain enrolled for the next school year, simply notify us in writing during the opt-out period by sending an email to sbsoffice@stbridgetschool.us.

Will I be penalized when withdrawing from Saint Bridget School?

Saint Bridget School makes decisions related to hiring staff, classes, and purchasing curriculum and materials based on anticipated enrollment. Your future plans influence our current decisions. If you choose to withdraw from Saint Bridget School for the next school year, please do so *in writing* and be mindful of the following dates:

- On or before March 1st (Renewal Date): You will NOT be contractually obligated to pay enrollment deposit, tuition, and fees for next school year.
- Between March 2nd and July 15th (Enrollment Drop Date): You will NOT be contractually obligated to pay tuition and fees for the next school year. However, you will have forfeited the nonrefundable enrollment deposit.
- On or after July 15th: You will forfeit the nonrefundable enrollment deposit and will be obligated to pay 1 month of tuition and fees for each child for the next school year.

Is there a penalty if I opt-out now but then decide to enroll later?

We would love to continue to partner with your family in your child's education. However, if you opt-out, your spot at Saint Bridget School will no longer be secure and could be given to a new student.

What is the process that parents can use to update family information in FACTS once they have signed continuous enrollment?

Parents may log into and update their information in the FACTS Family Portal at any time during the year and may also contact the school office with any updates. Additionally, we will ask all families to confirm their contact information and demographic information every August prior to the beginning of each school year.

I am enrolling a new sibling. What do I need to do?

Log into your Facts account and click on apply/enroll to complete an online application. Once the application is submitted, we will be able to merge the new application with the current family. All new students will be agreeing to the CE agreement in the new student enrollment packet.