

ST. MARTHA SCHOOL
440 N. Azusa Ave
Valinda, CA 91744
November 27, 2017

TO: ALL SCHOOL FAMILIES
FROM: SR. CARMEN FERNANDEZ, PRINCIPAL
RE: RE-REGISTRATION FOR THE SCHOOL YEAR 2018-2019 – GRADES K-8

Dear Parents,

Enclosed you will find the re-registration for the 2018-2019 school year. The completed re-registration form and fee are due on or before Friday, February 5, 2018. After February 5, 2018, a late re-registration fee of \$100.00 per child plus the re-registration fee (\$225.00) will be charged.

1. Everyone needs to re-register to secure a place for the next school year, 2018-2019, including those who presently attend St. Martha School.
2. Fill out the re-registration form completely. Include the new or current home address, e-mail, and phone numbers: home, work, and cell.
 - a. Write the names of all the students to be re-register, starting with the oldest.
 - b. Write the grade each student will be in next August.
 - c. Enclose the re-registration fee (\$125.00 per child) grades K-8.
 - d. Late registration fee, \$100.00 more per child plus the re-registration fee (\$225.00) after February 5, 2018.
3. No re-registration will be processed unless accompanied with the appropriate fee.
4. The re-registration fee is non-refundable.

PLEASE NOTE: Any family who is not planning to return next year to St. Martha School, please let the office know by February 5, 2018.

(If we have not received your re-registration form by Friday, February 5, 2018, your child's/ren's name will be dropped from the roster. Should you wish to be reinstated, and space is still available, a \$100.00 late fee per child plus the registration fee \$225.00 will be charged.)

Sincerely yours in Christ,

Sister Carmen Fernandez-Aldudo

December 2017