



Saint Martha School

214 Brainard Road
Enfield, CT 06082
(860) 745-3833

www.stmarthaschool-ct.org



2018 – 2019 FAMILY REGISTRATION FORM

THIS COMPLETED FORM AND A \$50 NON-REFUNDABLE REGISTRATION FEE ARE NECESSARY FOR ENROLLMENT

Please make your check payable to Saint Martha School.

Please print:

Father's Name: _____	Mother's Name: _____
Last First	Last First
Street Address: _____	Street Address: _____
City/State/Zip: _____	City/State/Zip: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____
Email Address: _____	Email Address: _____

Number of children planning to attend Saint Martha School in 2018-2019: _____

Names of children planning to attend Saint Martha School

Grades in Sept 2018

_____	_____
Last First	
_____	_____
Last First	
_____	_____
Last First	
_____	_____
Last First	

Parish Affiliation:

Tuition is based on the number of children attending Saint Martha School and your Catholic parish affiliation.

Please check one:

Registered Catholic - Please complete the following information:

Parish with which you are registered:

Saint Martha

Other - Name of Parish, Town:

Non-Affiliated

Request for Extended Day Program Application:

Please send me an application for the Extended Day Program (The Caring Corner)

(Please complete both sides of the form)

Office Use Only: Date: _____ Check # _____

Photographs and Videos

May Saint Martha School use photos or videos that contain images of your child/ren on the school website, or in other online and printed promotional materials in which the **students' names are not published?**

_____ Yes _____ No

Saint Martha School will sometimes submit photos of school events to local newspapers, for which we are required to provide each student's first and last name. May Saint Martha School use photos or videos of your child/ren for newspaper articles or printed promotional materials in which **the students' full names will be published?**

_____ Yes _____ No

Code Red Policy

If a Code Red is issued and the governor directs the dismissal of schools, the following guidelines will be used:

- All school doors will be locked, and a lockdown will be in effect for the entire school.
- After consultation with the town emergency services, a decision will be made as to whether or not bus students will be sent home on their usual bus. If they are, it is the parents' responsibility to meet their children at their designated bus stop. Also, students who are usually picked up by their parents will be walked to the church parking lot as usual.
- If town emergency officials determine that the students should remain at school until they are picked up by a parent (or designated representative as indicated below), these procedures will be followed:
 - All exterior doors will be locked.
 - All parents will be required to enter through the main school entrance, present identification, and sign their child/ren out. The main school entrance will be manned by the Principal and the Custodian.
 - Students will be assembled in Goulet Hall by class. Tables will be set up in Goulet Hall and manned by the secretary and an aide. The tables will have designated letters, and parents will go to the appropriate table based on the first letter of their last name to sign out their child/ren. The students will be released to their parents. Staff members will facilitate this process.
 - An aide will handle the office management. Specials will be cancelled and special area teachers will be asked to report to Goulet Hall to assist with the process of signing the students out.

Code Red Designees – Please list any people who you authorize to pick up your children if such an event occurred:

<u>Name</u>	<u>Relationship to Student(s)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parent Signatures:

Date:

Mother

Father