



January 2026

Dear Prospective Knight,

Congratulations on your acceptance to St. Mary Academy!

I believe that this registration packet will answer many of the questions that you may have. Below you will find the Tuition Schedule for the 2026-2027 school year.

TUITION SCHEDULE

GRADES K-8	TUITION per child	Each additional child
Tuition	\$7186	\$6636
Parishioners in one of our five sending parishes – first year	\$6686	\$6136
Parishioners in one of our five sending parishes – second year	\$6186	\$5636

Additional Fees	2026-2027 per child
Non-refundable registration fee per student (required at time of re-registration)	\$180
Technology fee per student (covers cost of Genesis, Security, Maintenance)	\$150
NEW Volunteer fee per family is due each year (see info attached) - OPT OUT fee	\$400

Please Note: Tuition, Technology Fee, and Volunteer Fee will be billed through FACTS Management System.

If, after reviewing the enclosed material and after your child's acceptance, you would like to register at St. Mary Academy, please complete and return the attached forms along with a non-refundable \$180 enrollment fee. The following enrollment criteria is due at the time of registration.

- \$180 non-refundable deposit for K-8 or \$100 non-refundable deposit for PreK3/PreK4.
- Kindergarten: Student must be age 5 by October 1st of current school year, no exceptions.
- Birth Certificate, Sacramental Certificates, and Parish Form, if applicable.
- Health records: completed current health records with verification of immunizations.

Of course, if you have any further questions, do not hesitate to reach out!

God Bless,

Lizanne M. Coyne Principal

Enclosures

**ST. MARY ACADEMY
400 DOC CRAMER BLVD.
MANAHAWKIN, NJ 08050
K-8th Grade**

Today's Date

Child's Last Name

First

Middle

Gender (M or F)

Mailing Address

City

State

Zip

Home Telephone

Cellular Telephone

Date of Birth

Place of Birth (city, state)

Religion

Registered Parish

Parish City/Town

Grade entering

Country of Citizenship

Public School District of Residence

Email address

Admitted From

(School)

(City, State)

(Grade)

Sacramental History	Parish	City, State	Date
Baptism			
Reconciliation			
Communion			
Confirmation			

*Please attach copies of sacrament certificates to this application

Person Responsible for Payment _____

FAMILY BACKGROUND

Name	Home Address	<u>Current Employer</u> Current Occupation	<u>Work Telephone</u> Cellular Telephone	Religion	Education
Father		_____	(w) _____ (c) _____		<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> College <input type="checkbox"/> Advanced
Mother (include maiden name)		_____	(w) _____ (c) _____		<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> College <input type="checkbox"/> Advanced
Guardian		_____	(w) _____ (c) _____		<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> College <input type="checkbox"/> Advanced

Relationship of guardian to student, if applicable: _____

Home situation (Check all that apply)

- Two Parents One Parent Parents separated or divorced
 Restructured-mother/stepfather Father remarried Mother remarried
 Restructured-stepmother/father Other

Child resides with _____

Parental rights (in case of separation or divorce) _____

Copy of most recent court order received _____ Date _____ Date on Court Order: _____

Language spoken at home _____

SIBLINGS

Complete Name	Date of Birth



2026-2027 TUITION CONTRACT
K-8th Grade

Parent/Guardian Name where Student Resides _____

Address _____

Home Phone _____ Cell Phone _____

Child's Name	Grade Entering

Registered Parish _____

Choice of Payment: (Please check your choice of payment Option)

I understand that the FACTS enrollment fee is a non-refundable fee and is not deducted from my tuition bill.

A \$25 late fee will be applied in FACTS for each late payment.

_____ Option 1 – FACTS Tuition payment in full by July 1, 2026.
 (Annual Fee: \$5.00)

_____ Option 2 - FACTS Tuition - Two half payments payable in July and January
 (Annual Fee: \$15.00)

_____ Option 3 - FACTS Tuition - monthly payment plan (July-April) 10 months
 (Annual Fee: \$50.00)

Please note: Families registering after July 1st and choosing Option 3 will automatically be put on a monthly payment plan that completes in April 2027.

Is this a change in payment method from last year? Yes _____ No _____

St. Mary Academy NEW Parent/Guardian Volunteer Program Guidelines

Volunteers are an essential part of the St. Mary Academy community.

Our students, faculty, and staff deeply value the time and dedication of our parent volunteers. Their support strengthens every aspect of school life — academically, spiritually, and socially. When each family shares their talents and energy, our community grows stronger, more connected, and more vibrant. In addition, volunteering helps us close the gap in our tuition costs and the actual cost to educate each child.

Family Volunteer Commitment

At St. Mary Academy, we believe that active family involvement strengthens our school community and enriches every child's educational experience. Each family is required to contribute a minimum of **20 volunteer hours** toward school-sponsored activities each academic year. Families who do not complete the required service hours by June 2, 2027 will be assessed a **\$20 fee for each unfulfilled hour**. Please note that excess volunteer hours do not carry over to the following school year. For the purpose of fulfilling volunteer hours, family members include parents, legal guardians, and grandparents only.

Reporting Hours

Each family is responsible for tracking and logging their own volunteer hours. Volunteer log forms are available on the school website and are also distributed at Back-to-School Night. The Event Chairperson must validate and sign off on all volunteer hours. Please submit completed forms to the school on November 30, February 28, and June 2 to ensure accurate tracking. We recommend keeping copies of all submitted service forms for your records.

Fees, Deadlines, and Opt-Out Option

Volunteers are the key to making all of our programs possible. We encourage every family to get involved and to model the spirit of service for their children. However, we understand that it may be difficult for some families to find time to volunteer. Families may choose to **Opt-Out** of volunteering by:

- Submitting a **signed, written statement** to the principal indicating their choice to Opt-Out of volunteer hours and pay the **\$400 Opt-Out fee**.

If you choose to Opt-Out, a **\$400 fee** will be charged to your **FACTS account** in the month of September. If you decide to volunteer later in the year, we would be delighted to have your participation; however, **refunds cannot be issued** once the Opt-Out fee has been processed.

Together, through service and participation, we continue to build a thriving, faith-filled community for our students.

Safe Environment

All school volunteers who have contact with minors are required to complete the **VIRTUS Protecting God's Children** training program, which is valid for four years. All volunteers must maintain an active account at virtusonline.org with current documentation for the following:

- Volunteer Application (one time only) can be found in the Main Office.
- VIRTUS Training
- Formal Background Checks
- Code of Conduct Forms

Volunteering on School Grounds

All volunteers are required to sign in at the Main Office upon arrival and sign out upon departure. In addition, all volunteers must wear their Diocese of Trenton issued ID visibly at all times while on school grounds. Please note that signing in at the Main Office does not serve as a record of volunteer service hours. Families must still record their hours on the official Volunteer Log Form to ensure proper credit is given toward their family volunteer commitment.

Qualifying Volunteer Opportunities

Listed below are some of the qualifying volunteer activities including but not limited to:

- Recess and Lunch Duty
- PTA Board Member
- Room Parents
- Book Fair
- Kids Kastle Christmas Shop
- Calendar Raffle Ticket Sales
- Chocolate Sales
- Field Day
- Development Events
- Parish Picnic
- International Food Festival
- School Musical
- Head Coach/Assistant Coach
- Working the concession stand at games
- Working the score board
- Working the front door/tickets/entry fee table
- Setting up an athletic event
- Cleaning up after an athletic event
- Line Judge for Volleyball match
- Gift Auction Solicitation
- Gift Auction Basket Wrapping
- Gift Auction Ticket Sales
- Gift Auction Set Up
- Gift Auction Break Down
- Mother/Son Bowling
- Father/Daughter Dance
- Campus Grounds Clean Up
- Teacher Appreciation Week
- Parish Carnival
- Parish/School Clothing Drive



Parish Participation Form

Must be signed by sending parish Pastor

_____ is an active member of _____
(Parent/Guardian Name) (Parish)

Parish and is the parent/guardian of _____. As an active member of the parish
(Name of child)

the parent/guardian participates in the celebration of Mass regularly and financially contributes to the support of the parish.

Pastor's signature

Date

Date Registered in Parish _____

SCHOOL YEAR **2026-2027**

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

St. Mary Academy

PHONE

(609) 597-3888

ADDRESS OF SCHOOL

400 Doc Cramer Blvd. Manahawkin, New Jersey 08050

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 2, 2026

CLOSES

6-22-27

SCHOOL HOURS FROM

MILES TENTHS

8:40 AM

TO

3:15 PM

NAME AND ADDRESS OF SCHOOL OF ATTENDANCE IN PRIOR YEAR

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.



New Jersey Department of Education
Office of Interdistrict Choice and Nonpublic Schools

Individual Student Request Form for Loan of Textbooks

Date: _____

Public School Information

Public School District: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Nonpublic School Information

Nonpublic School: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Student Information

Name of Student: _____ Grade: _____

Name of Parent/Guardian: _____

Parent/Guardian Certification

Under the provisions of N.J.S.A. 18A: 58-37.1 et seq., I hereby request

_____ to loan textbooks to the
(Public School District)

_____ in which my child is enrolled.
(Nonpublic School)

I certify that my above-named child and I are residents of the State of New Jersey. I understand that the public school district in which the nonpublic school is located has oversight of the State funds designated for providing the loan of textbooks to nonpublic school students pursuant to law and regulations.

Signature of Parent/Guardian:

Date: _____



Photograph Consent Form

During the school year, events will take place that demonstrate the amazing happenings of St. Mary Academy. Such activities include, but are not limited to, afterschool clubs, Flex program, in school events, field trips, school plays, and more. Photographs and videos will be taken and used in a variety of capacities such as yearbook, print material, social media, and local newspapers.

Please be advised that children will not be identified in any form of social media.

However, children's names will appear in the school yearbook. If you do not wish to have your child appear in the yearbook, his photo and name will be removed. This includes the class picture.

Please complete the form below and return it to school by September. It is important that St. Mary Academy have one form for every child. If you have multiple children in the school, please complete a form for each child. If the consent is not returned, you child will be on the DO NOT photograph list and he will NOT appear in the school yearbook.

St. Mary Academy Photo Consent Form

Child Name _____ Grade _____

Homeroom Teacher _____

Please check one option below:

_____ **YES**, I give permission to St. Mary Academy to allow my child to be photographed for public relation activities during the school year. I understand this may include Yearbook, Social Media, St. Mary Academy and Parish websites, local newspapers. I understand that my child will not be identified in these pictures with the exception of the class page in the school yearbook.

_____ **Yearbook Only**, I give permission for my child's photo and name to appear in the school yearbook.

_____ **No**, I do not give permission for my child to be photographed in any capacity. I understand that my child will NOT be pictured or listed in the school yearbook.

Parent/Guardian Signature

Date



STUDENT DRESS CODE

Regulation school uniforms are worn by students in Pre-School – Grade 8. Uniforms are to be worn from the first day of school through the last day. The dress code is to be followed on a regular basis. All students should be neat and clean in appearance as they are representatives of the school. All shirts should be tucked in, appropriate shoes are to be worn, and hair styles should be in compliance with the dress code. On days in which students attend Mass, girls are to be in the jumper/school kilt, white top, sweater or vest, and blue socks, while boys must be in blue pants, white shirts, ties, vest, and blue socks.

Days that are deemed to be “Tag Day” or an “out of uniform day” still require appropriate dress. There will be no shorts more than three (3) inches above the knee, no ripped or torn pants/jeans, no tank tops, no midriff shirts, no make-up, no sayings on shirts, no dresses shorter than three (3) inches above the knee, and no dyed hair. The modest dress of our students still applies to days that permit attire other than the school uniform.

The school has a uniform exchange program where uniform pieces in good shape may be dropped off and/or exchanged for a different size or item. Uniforms may be purchased through Flynn & O’Hara Uniforms, 2145 NJ Rt. 35, Holmdel, NJ 07733; 732-888-3885; and sometimes Lands End.

The skort is now purchased through Flynn & O’Hara only.

Winter Uniforms (November 1-March 31)

Winter uniforms are worn during the months of November, December, January, February, and March.

Summer Uniforms

Summer uniforms are an option. They may be worn during the months of September, October, April, May and June. The summer uniform option is not worn on Mass Days.

Mass Attire

All Boys: Navy dress slacks, white button down, uniform tie, gray vest/sweater, black belt, navy socks, black or blue school shoes.

Girls (K-3): Navy plaid jumper, white peter pan collar blouse, navy knee socks/tights, black or blue school shoes.

Girls (4-8): Plaid skirt, white oxford, navy vest/sweater, navy knee socks/tights, black or blue school shoes.

Winter Uniform: Boys (All Grades)

- Navy dress slacks
- White button down long sleeve oxford
- Uniform Tie
- Gray vest/gray v-neck sweater with school logo
- White/gray long sleeve polo with logo (not allowed on Mass days or with sweater or vest)
- Black belt
- Navy socks
- Black or blue school shoes

Winter Uniform: Girls (Grades K-3):

- Navy plaid jumper
- White long sleeve peter pan collar blouse
- Navy cardigan with logo (optional)
- Navy knee socks or navy tights
- Black or blue school shoes

Winter Uniform: Girls (Grades 4-8)

- Plaid skirt worn just above knee
- White button down long sleeve oxford
- Navy vest/Navy v-neck sweater with school logo
- White/gray long sleeve polo with logo (not allowed on Mass days or with sweater or vest)
- Navy knee socks or navy tights
- Black or blue school shoes

Summer Uniforms: Boys (Grades K-8):

- Navy shorts worn just above the knee (optional)
- Black or blue belt
- White or gray polo shirt with school logo (short sleeve)
- White short sleeve oxford with tie (Mass days)
- Navy socks
- Black or blue school shoes

Summer Uniform: Girls (Grades K-8)

- New skirt available from Flynn & O'Hara (worn just above the knee) - optional
- White or gray polo shirt with school logo (short sleeve)
- White short sleeve oxford (Mass days only, with kilt)
- Navy knee socks
- Black or blue school shoes

Shoes:

All shoes for boys and girls must be black or blue (no boots); have non-marking soles; and heels that do not exceed one inch in height. Sneakers and sport-type shoes are not permitted. School shoes are worn with the skort, shorts, skirts, jumpers and navy slacks. For the safety of our students in the building and on the playground, students are prohibited from wearing the following shoes to school: ballet flats, moccasins, Sanuks, Uggs, and Clogs. Shoelaces must be laced and tied in a standard fashion (cross-laced and tied in a bow). A boat shoe would be acceptable. If in doubt, please check with the school prior to purchasing shoes.

Physical Education & Pre-School Uniform:

Regulation uniforms are to be worn by all students (K-8) for physical education and daily for Pre-K students. These uniforms are purchased through Flynn & O'Hara Uniforms, 2145 NJ Rt. 35.

Holmdel, NJ 07733 at (732)-888-3885. The uniform consists of:

- Gray t-shirt with school logo
- Navy mesh shorts worn no more than 3 inches above the knee
- Navy sweatshirt with logo
- Navy sweatpants (required for winter uniforms)
- White socks
- Well-fitted tie sneakers that are white in color or complement the uniform (minimal color), no hi-tops or clunky sport shoes
- Navy track suit with logo worn with gray logo t-shirt (optional) Sport uniform pieces

are not to be worn for PE without specific permission!

Jewelry, Hair, Etc.:

Students may wear one religious medal and chain, a simple watch, and one ring. Girls may wear one pair of small post earrings; however, earrings for boy are not permitted. Necklaces, bracelets, hair wraps, dangling earrings, dark nail polish/gels/tips and make-up are not permitted.

Hair coloring of any kind is not permitted for boys and/or girls. Hairstyles are to be neat and conservative.

Girls' hair accessories are to be kept simple and to a minimum. Boys' hair should be short and well groomed. Boys' hair length may not exceed the top of the collar and should be above the eyes. Fad haircuts (e.g. Mohawk, cut out designs, and uneven cuts) and highlighting of any kind are prohibited. Body piercing or body art is prohibited.

All clothing should be personally labeled. The school is not responsible for lost or stolen articles. The principal and teachers determine violation of the Dress Code.