

## Monroe Catholic Elementary Schools

Main Office:  
151 N. Monroe St.  
Monroe, MI 48162  
[www.mcesmonroe.com](http://www.mcesmonroe.com)  
734-241-6335

---

February 10, 2020

Dear Current MCES Families,

Though this year has been anything but ordinary, we have seen our students learning so much and having a great time while at school. Today, re-enrollment for 2021-2022 School Year Opens for our current families! **Re-enrollment is due by March 10, 2021. Open enrollment begins for new families on March 5, 2021.** Unfortunately, we cannot guarantee your child's spot after this date.

Tuition rates for 2021-2022 are as follows:

One Child: \$4,450.00

Two Children: \$7,750.00

Three Children: \$10,650.00

Four Children: \$11,150.00

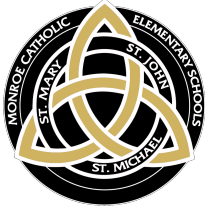
Each Additional Child: \$750.00

As with any budget, there are rising costs and Catholic Education at MCES is no exception.

The projected cost to educate one student at MCES for the 2021-2022 academic year is: **\$5,020.00. This is significantly above our tuition rates, especially considering the multi-child discount.** This shortfall is remedied by the parish subsidy from each of our three parishes and an aggressive fundraising requirement. Currently, our parishes provide a \$668 subsidy per student. This is a significant investment which we are extremely appreciative of. As responsible financial stewards, MCES is aware of the financial challenges our collaborating parishes face and have adjusted our budget expectations accordingly.

Registration for 2021 - 2022 will be facilitated using our new FACTS SIS System; most forms will be filled out online. **Included in this packet are instructions on how this system works.** We will no longer use PowerSchool for the 21-22 year, and will transition everything to FACTS SIS in the coming months. Families will be able to access grades, make payments, view calendars and much more using the FACTS SIS system in the 21-22 School Year.

**Your re-registration is not complete until this, and all other paperwork is received. The \$150.00 Registration Fee per child will be collected by cash or check only and cannot be paid on the FACTS SIS System.**



## Monroe Catholic Elementary Schools

Main Office:  
151 N. Monroe St.  
Monroe, MI 48162  
[www.mcesmonroe.com](http://www.mcesmonroe.com)  
734-241-6335

---

Certain forms need to be completed on a physical paper that is signed and turned into the school. This will be apparent as you fill out the online forms.

There is a \$100.00 late registration fee per child for registrations received after March 10, 2021. Please register early.

If you are interested in latchkey services, please complete the latchkey document and submit with the registration fee to Mrs. Reynolds. **This is separate from the school registration fee.** Due to the popularity of the program, we suggest registering early. Questions can be directed to Mrs. Reynolds at [kreynolds@monroecatholicschools.com](mailto:kreynolds@monroecatholicschools.com).

As a part of the tuition contract, parents are asked to complete 20 verified service hours to MCES, MCES-related activities, or non-liturgical activities within our three parishes. A family will be billed \$10.00 per hour (not to exceed \$200.00) for each uncompleted service hour.

Additionally, families are required to sell \$300 worth of Fall Raffle Tickets, as a part of your tuition contract, helping to offset tuition. We are revamping our Fall Raffle with some very exciting prizes!

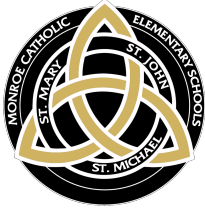
Our Open House on March 4th is for prospective families only, but we plan to host outdoor meet the teacher evenings in early May so our students can get excited about the coming school year and meet their prospective teachers!

As you review the information in this packet, and the online enrollment system, please contact us with any questions you have. Mrs. White, our Enrollment Manager, can be reached at 734-241-3923 or [white@monroecatholicschools.com](mailto:white@monroecatholicschools.com). We are very thankful to have you as part of our MCES Family and look forward to all the great things in the coming school year!

God Bless,

Kyle Kubik  
MCES Executive Principal  
[kubik@monroecatholicschools.com](mailto:kubik@monroecatholicschools.com)

---



## Monroe Catholic Elementary Schools

Main Office:  
151 N. Monroe St.  
Monroe, MI 48162  
www.mcesmonroe.com  
734-241-6335

---

### Directions for Setting Up & Accessing Your FACTS Family Portal

Monroe Catholic Elementary School's administration and staff are already looking ahead and making plans for next school year. In preparation for the start of 2021-2022, please take time now to complete your child(ren)'s reenrollment for next year.

To complete our online re-enrollment process, you will access our Family Portal. Please follow the [Instructions for Creating a Family Portal Login](#) listed below. **If you currently pay tuition using FACTS, you will still need to create an account and set up a new FACTS tuition Payment Account when you get to the payment options.**

#### Instructions for Creating a Family Portal Login

- Please go to [www.factsmgt.com](http://www.factsmgt.com).
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- After the FACTS Family Portal Login screen opens, please select **Create New Family Portal Account**.
- Enter (**MCS-MI**) into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Family Portal as instructed above

To access Family Portal:

- Please go to [www.factsmgt.com](http://www.factsmgt.com)
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.



## Monroe Catholic Elementary Schools

Main Office:  
151 N. Monroe St.  
Monroe, MI 48162  
www.mcesmonroe.com  
734-241-6335

---

- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.

Our Online Enrollment system will open with a link to the enrollment packet for your child. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online.

### **Please note:**

- **Re-enrollment is not complete until all paperwork and your \$150.00 per student registration (cash or check made payable to "MCES") are received.**
- **Re-enrollment for current families is due by March 10, 2021 to avoid a \$100 late fee.**