



# SAINT DEMETRIOS PREPARATORY SCHOOL

*Ever to Excel*

April 13, 2020

Dear Saint Demetrios Parents,

Governor Cuomo announced that he will extend the order closing schools until the first week of May 2020. If this closure is extended further, you will be notified on the school website, Facebook, Instagram, Twitter and class communication pages. Our school website is [www.sdprep.org](http://www.sdprep.org) and has valuable information on COVID 19 and remote / online learning updates.

The Parish Council, Administration and staff are all monitoring the COVID-19 (Coronavirus) situation closely and want to assure you that we are taking all financial inquiries very seriously. Here is some additional information regarding tuition and collection that we have now added to help make your life a little easier in this time of fear, anxiety and negativity.

- Make sure you can access your account by logging on. Your user name is the email address where your monthly invoices are sent. The password is the one you have created when you registered your child/children. If you came into the office for assistance last year, you can still click to “create an account”. TADS helpline is available, they are working remotely.
- School is still in session. We are still doing all class assignments and homework is supposed to be submitted and graded. Our teachers and staff are working harder than ever to learn and understand this new technology and provide direction for our students. If you are having issues or not receiving communications, please let the admissions office know by emailing [admissions@sdprep.org](mailto:admissions@sdprep.org) so that we can have that addressed.
- Tuition is still being collected and is imperative for the continued operation of our school, however we are sensitive and compassionate to our parents and the financial burden this has caused them. ***We would like to offer a 10% reduction in tuition for April to those parents whose accounts are in good standing and are paid before the end of the month.*** For those parents that paid in full you will see this credit on September’s 2020 tuition.
  1. You can pay online with your bank account free of charge while the office is closed. TADS will only charge a 3% convenience charge for credit card payments made online.
  2. You can mail checks payable to TADS with your account number in the memo section to TADS, 110 N. 5<sup>th</sup> Street, Minneapolis, MN 55403 free of charge.
  3. You can also call the admissions office at (718) 440-8597 to pay by credit card over the phone free of charge.
  4. Although all of the above methods are preferred, cash payments are still accepted at the church office.

**PLEASE CALL THE CHURCH OFFICE AT (718) 728-1718 FOR UPDATED OFFICE HOURS TO**

High School & Middle School  
30-03 30<sup>th</sup> Drive, Astoria, NY 11102  
Tel: 718-728-1754  
Fax: 718- 726-3482

Upper Elementary School  
30-03 30<sup>th</sup> Drive, Astoria, NY 11102  
Tel: 718-726-6734  
Fax: 718- 726-3482

Lower Elementary School  
22-30 33<sup>rd</sup> Street, Astoria, NY 11105  
Tel: 718-728-1100  
Fax: 718- 728-1361



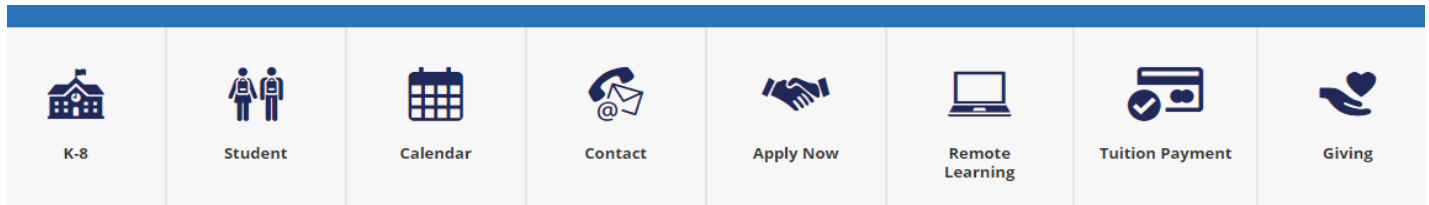
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**DROP OFF TUITION PAYMENT.** Furthermore, once you have made your cash payment please make sure to email or call the admissions office at (718) 440-8597 or at [admissions@sdprep.org](mailto:admissions@sdprep.org) to update your account.

**For your convenience a link / button has been placed on the school website [www.sdprep.org](http://www.sdprep.org)**

**Please see below:**



- We are still accepting registrations for the 2020-2021 school year. You **MUST** click on the link from the email you received to re-enroll. Each email is student specific – **DO NOT REGISTER A “NEW STUDENT”**. **The registration fee is reduced by \$100 if you register before 5/1/20.** Please note, this has been extended.
- You can also find the Financial Aid applications in your account as well. No financial assistance will be awarded without a completed application. The deadline for applications is now May 15, 2020. Financial Aid awards will be decided amongst a committee that will meet at some point before the start of the new school year.
- You must register no later than July 15, 2020 for the 2020-2021 school year as the office will be closed till August 15, 2020.
- If you have not received your child specific email please contact our Admissions Office via email @ [admissions@sdprep.org](mailto:admissions@sdprep.org).

If you have any questions, concerns or inquiries, please email [admissions@sdprep.org](mailto:admissions@sdprep.org) or call (718) 440-8597.

Sincerely,

Lori Vergos

Admissions Director

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