



REGISTRATION PACKET
2017-2018

1453 Locust Lake Road
Amelia, OH 45102
(513) 753-4744
www.stbernadetteamelia.org



ST. BERNADETTE PRESCHOOL
1453 Locust Lake Road
Amelia, OH 45102
(513) 753-4397
www.stbernadetteamelia.org

January, 2017

Dear Preschool Parents,

St. Bernadette Preschool is the best choice for parents concerned about their child's introduction to formal education! Under the guidance of Mrs. Van Huss and our certified staff, our students experience a solid academic program mixed with fun activities. Our program fosters the development of your child's fine and gross motor skills and promotes social, emotional and spiritual growth.

We offer three different classes in our program, each designed to meet the needs and readiness of three and four-year-olds. Classes for three-year-olds meet twice a week on Tuesdays and Thursdays, from 8:00-11:00 a.m. Four-year-olds have two different schedules available: Morning classes that meet Mondays, Wednesdays and Fridays, from 8:00-11:00 a.m., and a pre-kindergarten program for four-year-olds from 12:00-3:00 p.m., Monday through Friday (five days). Students in both four-year-old programs may participate in our optional Pre-K Café experience. These students eat lunch in our cafeteria and play outside together from 11:00-12:00 on Mondays, Wednesdays, and Fridays. It's a great way for your child to experience another "school" activity and meet more four-year-olds.

Children must meet age and self-care qualifications to register for preschool. Your child must be 3 years old by September 30, 2017, to be eligible for the 3-year-old program, and 4 years old by September 30, 2017, to be eligible for the 4-year-old program. Preschool children must be completely potty trained.


To register your child, please complete the enclosed registration and information forms and return them to the Preschool or Elementary School office as soon as possible. A fee of \$125.00 must accompany the forms. This includes \$70.00 for registration, and a supply fee of \$55.00 (one check made payable to St. Bernadette Preschool). Your child will be considered for registration when these fees are paid and forms are turned in.

If the number of registrants exceeds class size limits, we may have to place students on a waiting list. Registrations will be accepted on a first come, first served basis. Class sizes are limited by the Ohio Department of Education. Parents must attend one of two preschool orientations, yet to be scheduled.

The Preschool and Elementary School follow the same schedule during the year, and a complete calendar will be available in March. The dates for orientation and the preschool open house will accompany our acceptance letter and any additional forms.

Thank you for supporting our program and trusting us with your most precious possession. If you have any questions, please call 753-4397 (preschool) or 753-4744 (main office). We look forward to teaching your child in the months to come!

In Christ,


Ms. Lianne G. Ingram, Principal


Mrs. Jody Van Huss, Director

ST. BERNADETTE PRESCHOOL ADMISSION POLICY

1. A non-refundable **registration and supply fee** of \$125.00 (payable to St. Bernadette Preschool) must accompany this form. These fees do not apply to tuition.
2. All families must enroll on-line with FACTS TUITION MANAGEMENT within two weeks after receiving the **preliminary acceptance** letter from the Principal and Director. If this is not possible, please contact Mrs. Van Huss at 513-753-4397. **Final acceptance** will be completed after on-line enrollment. The parish business office will then add tuition on your completed FACTS account for your review. A link to FACTS Tuition Management is on the school website (www.stbameliashool.org) under registration.

If you choose the one payment plan, no additional fee is necessary. If you choose the two payment plan, the Enrollment fee is \$20.00 and if you choose the monthly payment plan, the Enrollment fee is \$46.00. The enrollment fee will automatically be added to your first payment by FACTS.

3. If we are unable to adequately fill a class, we reserve the right to make the necessary adjustments in our programming.
4. The Preschool reserves the right to recommend the withdrawal of a child whose needs are not met by the program.
5. Children whose medical forms have expired or are incomplete will be excluded from the program until forms are brought up-to-date per state licensing requirements.
6. Having a child in the St. Bernadette Preschool program does not guarantee a place in our St. Bernadette Kindergarten class.

I have read and understand the "Admission Policy" of St. Bernadette Preschool.

Parent/Guardian Signature: _____ **Date:** _____

Preschool Tuition

	3 yr old 2 days AM only	4 yr old 3 days AM only	4 yr old 5 days AM or PM
Tuition	\$1,700.00	\$1,900.00	\$2,300.00
Registration	\$125.00*	\$125.00*	\$125.00*
<small>*\$55 Supply fee included</small>			

PRESCHOOL PAYMENT PLAN FORM

To be returned with other registration forms.

ALL FAMILIES MUST ENROLL WITH "FACTS TUITION", OUR TUITION MANAGEMENT SYSTEM.

There is no FACTS TUITION enrollment fee if you choose "payment in full", but this form must still be completed and you must enroll on-line with FACTS TUITION MANAGEMENT no later than June 1st! If you choose "two payments", the FACTS TUITION enrollment fee is \$20.00. If you choose the "monthly payment plan", the FACTS TUITION enrollment fee is \$46.00. *The enrollment fee will automatically be added to your first payment by FACTS.*

SELECT AN OPTION BELOW INDICATING PREFERENCE OF 5th OR 20th PAYMENT DATE:

PLEASE GO TO stbameliaschool.org FOR THE FACTS TUITION MANAGEMENT LINK FOR PAYMENT REGISTRATION.

___ Payment in full, paid by July 5th or 20th, 2017 (circle one). Invoice or automatic withdrawal (ACH) option available.

___ Two payments: one-half by July 5th or 20th, 2017 (circle one), the balance by December 5th or 20th, 2017. Only ACH option available.

___ Monthly payments from July 5th or 20th (circle one), 2017 to April 5th or 20th, 2018. If enrolling after June 1, number of monthly payments will be adjusted to be paid in full by April 5th or 20th, 2018. Only ACH option available.

NO OPTION CHOSEN WILL DEFAULT TO THE MONTHLY PAYMENT PLAN WITH A \$46 FACTS FEE DUE THE 5TH OF EACH MONTH. REGISTRATION WILL BE FINALIZED AFTER ENROLLMENT WITH FACTS TUITION AND AFTER APPROVAL BY THE BUSINESS MANAGER AND THE PASTOR.

Email the Business Manager, Mr. Mark Armstrong, at marmstrong@stbameliparish.org for further information or questions.

RETURN THIS FORM WITH THE OTHER REGISTRATION FORMS.

PARENT NAME (PRINT) _____ **DATE** _____

PARENT SIGNATURE _____

STUDENT(S) NAME(S) AND GRADE(S)

2017-2018
ST. BERNADETTE SCHOOL
APPLICATION FOR ENROLLMENT
(FOR NEW AND RETURNING STUDENTS)

For Office Use Only: Reg. Fee: \$125 / \$175 / \$225 Tech. Fee: \$115 per student, K-8 Date Paid: Cash/Check #: Rec'd by:

FAMILY NAME _____

ADDRESS _____
 CITY STATE ZIP

PHONE _____ E-MAIL _____

If you are registering for our pre-school, please indicate the class:

PRE-SCHOOL: _____ 3 yr. old - 2 days, am _____ 4 yr. old - 3 days, am or _____ 4 yr. old - 5 days, am
 _____ 4 yr. old - 5 days, pm

LIST THE NAME OF EACH CHILD APPLYING FOR ENROLLMENT BELOW

CHILD #1	_____	_____	_____	_____	_____	NEW <u>or</u> RETURNING (circle only one)
	First Name	Middle Name	Nick Name	Last Name	Grade	
CHILD #2	_____	_____	_____	_____	_____	NEW <u>or</u> RETURNING (circle only one)
	First Name	Middle Name	Nick Name	Last Name	Grade	
CHILD #3	_____	_____	_____	_____	_____	NEW <u>or</u> RETURNING (circle only one)
	First Name	Middle Name	Nick Name	Last Name	Grade	
CHILD #4	_____	_____	_____	_____	_____	NEW <u>or</u> RETURNING (circle only one)
	First Name	Middle Name	Nick Name	Last Name	Grade	

_____ *Our child/children will not be returning to St. Bernadette School for the 2017-2018 school year.
 We will be enrolling at _____ School.*

**PARISHIONER STATUS (SEE PARTICIPATING PARISHIONER POLICY IN THIS PACKET):
 PLEASE CHECK ONLY ONE:**

- We are participating parishioners at St. Bernadette Parish.
- We are participating parishioners at St. Mary's, Bethel (letter from Pastor attached).
- We are participating parishioners at St. Peter's, New Richmond (letter from Pastor attached).
- We are participating parishioners at _____ Parish (letter from Pastor attached).
- We are non-participating parishioners or not Catholic.

***A non-refundable registration fee of \$125.00 for Preschool and \$175.00 for K-8
 (payable to St. Bernadette School) must accompany these forms.
 If returned after March 1, 2017, registration fee for K-8 is \$225.00.***

***Copies of Birth Certificate, Baptismal Certificate (if applicable)
 and Up-to-Date Immunization Record will be needed for all new registrations.***

THE STATUS OF EVERY SCHOOL FAMILY RECEIVING TUITION ASSISTANCE WILL BE REVIEWED BY THE PASTOR AND THE BUSINESS MANAGER ON A REGULAR BASIS.

St. Bernadette Preschool Registration Form 2017-2018

Father/Legal Guardian's Name: _____

Address _____

City: _____ State: _____ Zip Code _____

Home Phone# _____ Cell Phone # _____ Work Phone # _____

Place of Birth: City _____ State _____

Occupation: _____ Employer: _____

Religion: _____ Parish: _____

E-mail _____

Mother/Legal Guardian's Name: _____

Address _____

City: _____ State: _____ Zip Code _____

Home Phone# _____ Cell Phone # _____ Work Phone # _____

Place of Birth: City _____ State _____

Occupation: _____ Employer: _____

Religion: _____ Parish: _____

E-mail _____

Child #1 Name: _____ Middle _____ Last _____

Male _____ Female _____ Date of Birth: _____

Place of Birth: City: _____ State: _____

Previous School Attended: _____ Religion _____

Sacrament	Date	Church	City/State
Baptism			

Child #2, Name: _____ Middle _____ Last _____

Male _____ Female _____ Date of Birth: _____

Place of Birth: City: _____ State: _____

Previous School Attended: _____ Religion _____

Sacrament	Date	Church	City/State
Baptism			

Copies of Birth Certificate and Baptismal Certificate (if applicable) are required to register.

***E-mail is our primary form of communication.**

Child Medical Statement

Childs' Name _____ Date of Birth _____

Height _____ Weight _____

Limitations or health condition (Including allergies, medications, dietary restrictions)

Chronic Physical Problem (S):
History of Hospitalization
Diseases the child has had:
Allergies and Treatment:
Medications, Food Supplements, or Modified Diet:

Immunizations	Please circle one	
Complete for age	Yes	No
In Process	Yes	No

Exempt from Immunizations	Please circle one	
Religious Conviction	Yes	No
Health Concern	Yes	No
Other:		

Parent or Guardian Signature for immunization exemption:

X _____

This child has been examined and is in suitable condition to participate in group care

Signature of examining Physician/Physicians Assistant or Advanced Practice Nurse (Circle One) Address: Phone:	Date of Exam
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Please Attach a Copy of the Child's Immunization Record

PARTICIPATING PARISHIONER TUITION RATE POLICY (INFORMATION FOR FUTURE K-8 STUDENTS)

In order to receive the participating parishioner reduced rate of tuition, all of the following criteria must be met:

1) You must be baptized Catholic, and registered as a member of St. Bernadette Parish.

A family transferring from another Parish must present a letter from their previous pastor acknowledging them as Participating Parishioners. If it is acceptable to the Parish Office, this letter will qualify them for In Parish tuition assistance. If no letter is presented, the family will pay full tuition for one school year, during which time they can establish themselves as Participating Parishioners here at St. Bernadette Parish.

2) Participation in Sunday Mass at this parish on a regular basis (i.e., at least 50% of the Sundays) for the most recent calendar year from January 1 to December 31.

This is verified by the use of offering envelopes even if you contribute electronically. Any family not meeting their obligation will be contacted.

3) Be active in the life of the parish.

While this cannot be measured, it is expected that every family participate in parish events, either by offering time as a volunteer for activities and/or by participating in faith formation events in the parish.

4) Financially support the parish as best as you can afford.

There is not a set amount for this, nor does the parish assess each family, however, each family is expected to support the parish as best they can. The active parishioner tuition rate is dependent upon each family financially supporting the parish as best they can.

When the active parishioner tuition policy was revised in 2010-2011, a certain degree of adaptation was given to those who may not have remembered, understood, or fully adhered to the policy. However, since the policy is now well established, fulfilling at least 50% attendance at Sunday Mass is an absolute requirement, and not doing so will require that the full tuition rate be paid. Exceptions may be granted for justifiable reasons if the Parish Office is contacted *when the problem starts*.

If you have any questions or concerns, please contact Mark Armstrong at 513-753-5566, ext. 4 or marmstrong@stbameliaparish.org.