



**NEW STUDENT(S)
REGISTRATION PACKET
2018-2019**

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



1453 Locust Lake Rd. • Amelia, Ohio 45102
513-753-4744 • www.stbameliashool.org

Dear Parent/Guardian,

Thank you for choosing St. Bernadette School for the education of your child(ren). We pledge to work with you to facilitate academic, social and spiritual growth in our students. St. Bernadette School and Preschool have a tradition of academic excellence, and a welcoming learning community. Standardized test scores are above national and Archdiocesan levels, students achieve at or above their ability level, and several graduates each year receive scholarship offers. Every parent can be proud to say, "My child is a student at St. Bernadette School!"

Applying to our school is a simple process:

- 1) Submit the attached application for **registration** form and fee. Within one month you will receive notice confirming or deferring preliminary registration/acceptance.
- 2) The non-refundable registration fee for each family is \$175.00 before March 1. After March 1, the fee is \$225.00. Make your check payable to St. Bernadette School.
- 3) When a letter of **acceptance** is received, families have two weeks to **enroll on-line with FACTS Tuition Management**. Additional forms may also accompany the letter of acceptance.
- 4) Your registration in the school is **finalized** after the FACTS enrollment process is complete, and any other requested forms are submitted. Detailed information will be included with the acceptance letter.


The entire parish community makes a substantial financial commitment to support the school. Without parish support we could not offer our quality education at such a reasonable price and in acknowledgement of that support, participating parishioners are offered a lower rate of tuition. A tuition information page is included in this packet, as is a page explaining our policy for receiving the participating parishioner rate.

We recognize that choosing a Catholic education often requires financial sacrifice. We accept EdChoice applications for students entering grades K-5. We also work with FACTS Management's Grant and Aid program to determine eligibility for financial assistance beyond the reduced participating parishioner rate. **Additionally, completing the *Grant and Aid Assessment* is how all families are considered for the Archdiocesan Education Grants.** Please call our business manager, Mr. Mark Armstrong, if you have additional questions or concerns. He can be reached at 753-5566 (ext. 103) or email him at marmstrong@stbameliaparish.org.

Space is limited in both the school and preschool, so please return all forms and fees ASAP. **After March 1**, registrations will be accepted on a first-come, first-served basis. Please understand that in the event a class closes, priority is first given to returning families, and then to new families who register before March 1.

If you have any questions, call the school office at 753-4744 to speak to me, or Joyce Ell, who is very knowledgeable and helpful. Thank you again for choosing St. Bernadette School. I look forward to working with you in the coming months and years.

Sincerely,


Mrs. Lizanne G. Ingram, M.Ed.
Principal

St. Bernadette School & Preschool 2018-2019
TUITION INFORMATION / PAYMENT PLAN FORM
(MUST BE RETURNED WITH REGISTRATION FORM)

Quality parochial schools are enormously expensive to operate; *it is essential that tuition is paid in a timely and responsible manner.* Paid tuitions are part of the St. Bernadette budget, and no additional parish funds exist to make up for unpaid tuition.

K-8 Number of Children	Non-Participating Tuition	Participating Parishioner Tuition	Technology Fee	Registration Fee
1	\$5,299.00	\$3,847.00	\$115	\$175 per family.
2	\$10,325.00	\$6,894.00	\$230	
3	\$15,498.00	\$9,515.00	\$345	After March 1: \$225 per family.
4	\$20,463.00	\$10,841.00	\$460	

Preschool Tuition			
	3 yr old 2 days - AM Only	4 yr old 3 days - AM Only	Pre-K 5 days - AM / PM
Tuition	\$1,720.00	\$1,930.00	\$2,350.00
Registration <small>*Supply fee included</small>	\$125.00*	\$125.00*	\$125.00*

All families must **ENROLL** on-line with FACTS Tuition Management, our tuition management system, by creating an account. A link is on our school website under registration. **Please note that the invoice option is only available for one pay.** We request on-line enrollment be completed no later than May 1, 2018. Acceptance will be finalized after on-line enrollment is complete. The business office will then add tuition on your Facts account for your review.

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

- _____ Early pay in full by May 31st, 2018 for \$100 discount per family (K-8 only). Invoice or automatic withdrawal (ACH) option available.
- _____ Payment in full, paid by July 5th or 20th, 2018 (circle one). Invoice or ACH option available.
- _____ Two payments: one-half by July 5th or 20th, 2018 (circle one), the balance by December 5th or 20th, 2018. Only ACH option available.
- _____ Monthly payments from July 5th or 20th (circle one), 2018 to April 5th or 20th, 2019. If enrolling after June 1, number of monthly payments will be adjusted to be paid in full by April 5th or 20th, 2019. Only ACH option available.

NO OPTION CHOSEN WILL AUTOMATICALLY DEFAULT TO THE MONTHLY PAYMENT PLAN WITH A \$46 FACTS FEE DUE THE 5TH OF EACH MONTH. Email the Business Manager, Mr. Mark Armstrong, at marmstrong@stbameliaparish.org for further information or questions.

SIGN AND RETURN THIS FORM WITH COMPLETED REGISTRATION FORM.

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

PARENT SIGNATURE _____

PARTICIPATING PARISHIONER TUITION RATE POLICY

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 is expected.

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.

I have read and understand the “Participating Parishioner Tuition Rate Policy” of St. Bernadette School.

Parent/Guardian Signature: _____ Date: _____

Please return with completed forms. If you have any questions or concerns, please contact Mark Armstrong at 753-5566, ext. 4 or marmstrong@stbameliaparish.org.

2018-2019
ST. BERNADETTE SCHOOL & PRESCHOOL
STUDENT REGISTRATION FORM
(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: _____

STREET ADDRESS: _____

CITY : _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

PUBLIC SCHOOL OF RESIDENCE: _____

PARISH: ☐ STB PARISHIONER ☐ OTHER _____ ☐ NONE

Mother/Guardian Name _____

Father/Guardian Name _____

Occupation: _____

Occupation: _____

City/State of Birth: _____

City/State of Birth: _____

Religion: _____

Religion: _____

Primary Phone: _____

Primary Phone: _____

Secondary Phone: _____

Secondary Phone: _____

Email: _____

Email: _____

Students First, Middle & Last Name	Nickname	Grade Entering	Previous School Attended	Gender (M/F)	Date of Birth (mm/dd/yyyy)	City / State of Birth	Ethnicity*

*This data is optional and is used for state documents only.

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

PRE-SCHOOL: ___ 3 yr. old - 2 days, am only / ___ 4 yr. old - 3 days, am only OR PRE-K: ___ 4 yr. old - 5 days

Sacramental Information Student Name	Baptism Date	Penance Date	1st Communion Date	Confirmation Date	Church Name City/State

_____ ***Our child/children will not be returning to St. Bernadette School for the 2018-2019 school year.***
We will be enrolling at _____ School.

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. A non-refundable tech fee is \$115 for K-8 students only.

If returned after March 1, 2018, 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.***

ST. BERNADETTE SCHOOL
1453 LOCUST LAKE ROAD—AMELIA, OH 45102—753-4744

PARENTAL SERVICE PROGRAM

FAMILY NAME _____

ADDRESS _____

TELEPHONE _____

The cost of educating one student at St. Bernadette School is approximately \$6,500.00 per year. The school greatly encourages parents to significantly assist the school and/or parish beyond tuition payments and Sunday offerings. The Parental Service Program provides families with opportunities to support the school. St. Bernadette Parish depends extensively on these volunteer efforts and on fund raising activities such as Festival to keep education affordable.

FESTIVAL:

Booth: _____

___ Same booth as last year

___ Assign me to any booth

OTHER SERVICE OPPORTUNITIES (check one or more):

___ Parish Committees

___ School cafeteria

___ Other: _____

___ Teacher assistance

Signature _____

Date _____



REQUEST FOR STUDENT RECORDS

Please send the records identified below, if available for this student as soon as possible.
If no records are available, please return our request indicating the following:

☐ No Records Available

☐ Unable to Send Records

Reason: _____

We would appreciate receiving any additional information that would enable us to better meet the individual needs of the student. Thank you for your prompt cooperation.

Sincerely,

Mrs. Lizanne G. Ingram, Principal

Date

AUTHORIZATION TO RELEASE INFORMATION

Parent/Guardian Name _____ authorizes the release of the records of

Student's Last Name _____ First Name _____ Mid. Initial _____ Birth date _____ / _____ / _____
Mon Day Year

From the Following School/Institution:

Most Recent School _____

Address _____

City, State, Zip Code _____

Telephone Number _____ Fax Number _____

Grade Level _____

The following records should be released if on file. Please check all that apply.

☐ Transcript of subjects and grades

☐ Ohio Achievement Results

☐ Attendance Record

☐ Proficiency/Standardized Test Results

☐ Psychological or Other Individual Test Results

☐ Gifted Assessments

☐ 504 Accommodation Plan

☐ Health Records

☐ English Language Proficiency Assessments

☐ Special Education Records, including IEP and MFE and behavior plan

*** Items that cannot be withheld due to non-payment of fees or obligations are (1) health/immunization records, (2) state test scores, (3) multifactorial evaluation (MFE), (4) Individual educational program (IEP), (5) IEP progress reports. ***

The records may be released to:

St. Bernadette School

Attn: Mrs. Joyce Ell

1453 Locust Lake Road

Amelia, OH 45102

(513) 753-4744 Fax: (513)753-9018

I am authorizing the release of these records. I am the parent, guardian, or custodian of the subject of these records and the subject is under 18 years of age. By signing this request I relieve the school, which the above named student was attending, of the responsibility of notifying me that the records are being transferred. This authorizes transfer of all school records. I give permission for my child's teacher/former teacher to speak with faculty/staff of St. Bernadette School. I understand that St. Bernadette School's faculty/staff will keep any information shared about my child confidential.

Signature

Date