



REGISTRATION PACKET
2018-2019

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, 2018

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. Megan Weisenberger 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, 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. Lizanne G. Ingram, Principal

Mrs. Megan Weisenberger, 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. Weisenberger 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.stbameliaschool.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	Pre-K 5 days
Tuition	\$1,720.00	\$1,930.00	\$2,350.00
Registration	\$125.00*	\$125.00*	\$125.00*
*Supply fee included			

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 _____

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.***

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 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.

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