



## Kindergarten – Grade Eight Enrollment Packet

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Thank you for considering a Catholic education for your child. Whether you are enrolling your child for the first time or changing schools, we understand that there is stress involved. Our goal is to make this transition as seamless as possible. Please contact the school office at any time if you have any questions. Prospective parents are always welcome and are encouraged to make an appointment to tour the school.

### **Enrollment Schedule:**

With small class sizes, space is limited and reserved on a first-come basis. Class sizes are limited and depend on each grade level. Your child's space is reserved with the returning of your application and the registration fee.

Enrollment for new families begins **Monday, February 27, 2017.**

### **Placement Testing:**

All new students are given an academic placement test to best assist us in placing your child within the correct class.

The following dates have been scheduled for Kindergarten Placement Testing. Alternative dates can be arranged if needed.

Wednesday, May 3 at 8:30AM

Saturday, May 20 at 9:30AM

Tuesday, June 20 at 10:00AM

Placement Testing for students entering grades 1-8 will be scheduled per family.

### **Kindergarten Age Requirement:**

Students must be 5 by September 1, 2017 to enroll in Kindergarten.

### **Admissions Policies:**

Students are officially admitted after the returning of all required paperwork and the completion of a Placement Test.

All admitted students are admitted under a thirty (30) day probationary period.

Saint Joseph School administration reserves the right to deny enrollment of any child due to parental non-compliance of rules and misrepresentation of child or family information (i.e. age, health information, past academic records, church affiliation, etc.).

*If you are interested in enrollment in our Pre-Kindergarten programming, please contact the Advancement Office for the proper Admissions Packet.*



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## Admissions FAQs

### School Hours

School doors open to students at 7:55am. Students are expected to be in their seats, ready to learn beginning at 8:10am.

Dismissal begins at 2:55pm and ends promptly at 3:15pm.

See the hours for our Extended Day Program below.

### Uniforms

Students in Kindergarten through Grade 8 are required to wear uniforms throughout the school year. Uniforms should be purchased through Lands' End ([www.landsend.com/school](http://www.landsend.com/school)).

Fridays are Spirit Days and students may wear blue jeans and a school spirit shirt (purchased from the school).

The complete dress code policy will be provided upon enrollment.

### Athletics

We offer extracurricular athletic opportunities for students in grades 6-8. Sports include: Co-Ed Soccer, Co-Ed Cross Country, Girls Volleyball, Boys Basketball, Girls Basketball, and Cheerleading.

### Fine Arts

Students in grades Pre-Kindergarten through Grade 8 participate in music and art classes. Musical Theater, Advanced Art, Choir, Band, and Handbells are offered for older students.

### Foreign Language

Students in grades Pre-Kindergarten through Grade 5 are enrolled in a Spanish class, which meets once or twice a week depending on scheduling. 8<sup>th</sup> grade students have the opportunity to take the high school level Spanish I or French I course and can opt to take the end of year assessment.

### Lunch

Saint Joseph School participates in the Federal Lunch Program, and about 15% of our students receive free or reduced lunch. Our cafeteria menu is posted on our school internal website monthly, students may choose from a hot lunch or salad option. Lunch accounts may be paid at any time and families can keep track of the balance through our internal school website.

### Transportation

Students living in Berkeley County can be reimbursed for their transportation costs twice during the year. Our school office posts the reimbursement information when made available. Students living in Charles Town may choose to use a PanTran bus that transports our students from the Charles Town area for a monthly cost. These arrangements are made directly with the bus company.

### Extended Day Program

Saint Joseph School offers an Extended Day Program for Pre-Kindergarten-8<sup>th</sup> Grade beginning at 7:00am and ending at 5:00pm. There is a fee associated with usage which can be billed by the hour or with a flat-rate monthly charge.



Tuition Rates for Kindergarten through the Eighth Grade:

	1 Child	2 Children	3 Children
Full Tuition	\$6,805	\$11,975	\$16,740
Catholic Families (out of parish)	\$6,395	\$11,225	\$15,735
St. Joseph Families	\$5,445	\$9,580	\$13,390

Families with four or more children may receive a discounted rate for additional students.

*Pre-Kindergarten Rates can be found online at [www.sjswv.org](http://www.sjswv.org).*

**Enrollment Fee Schedule:**

- New Student Registration Fee: \$225 per child due with Registration (includes one-time testing fee)
- K-5 Resource Fee: \$300 per child due prior to beginning school
- Middle School Resource Fee: \$350 per child due prior to beginning school
- Health & Safety Fee: \$100 per family due prior to beginning school
- Diocesan Insurance Fee: \$30 per child prior to beginning school

**Additional charges will be incurred for:**

- Before care and After care use
- Lunch and/or milk purchase
- Hours for Ours: remaining Hours owed are billed twice a year
- Elementary Band participation
- Middle School Sports participation
- Field trips

**The following must be in place for a family to enroll at Saint Joseph School:**

- Signed Family Admissions Application
- Returned Registration Fee (\$225 per child)
- Request for Student Records Form
- Parish Verification Form, if Catholic
- Birth Certificate
- Immunization Records
- Baptismal Record, if Catholic
- Complete academic records
- Other documents (court documents, medical records) as requested
- Completed Placement Test



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**Tuition Assistance:**

Tuition assistance is available for families enrolled in our school, regardless of religious affiliation. To be considered, complete the online application at <https://online.factsmgt.com/signin/3FRSR> prior to July 31, 2017 (Phase II). There is a cost of \$12.50 for submitting an application.

The school office will contact new families for financial meetings beginning in June.

A School Application needs to be returned to the school before discussing financial assistance.

**Parish Verification Form:**

All Catholic families who enroll must submit a Parish Verification Form signed by their pastor to receive the appropriate tuition rate. Full tuition will be charged to all families until a verification form has been received. Forms are due to the school office by July 1, 2017.

**Tuition Agreement:**

An annual Tuition Agreement form will be mailed to each family during the month of July. A signed agreement form is required prior to students beginning school.

**Tuition Payment Schedules:**

Saint Joseph School offers three ways to make tuition payments. Your family will select your method of payment on your mailed Tuition Agreement Form. All families are enrolled in the FACTS Tuition Management program as per Diocesan Policy. Families may sign up for online and/or automatic payments at <https://online.factsmgt.com/signin/3FRSR>.

1. Single payment made directly to the school prior to August 1 (receives a 5% discount).
2. Two payments made August 1 and January 2. There is a \$10.00 annual fee assessed by FACTS.
3. Monthly payments made through FACTS Tuition Payment Plan. Payments may be withdrawn between the 5<sup>th</sup> and the 25<sup>th</sup> of the month. There is a \$38.00 annual fee assessed by FACTS. Plans may begin in July or August.

**Tuition Insurance:**

FACTS Tuition Management extends a tuition insurance programs to all our families. Peace of Mind Insurance is available for \$17.00 which insures your tuition payment in the event of the death of one of the responsible parties.

**Late Payments:**

Any payments (for tuition, extended care, registration, etc.) are considered past due if not received within 10 days for the payment due date. A late charge of \$25.00 per month is charged for all past due accounts. A fee of \$35.00, in addition to other fees, will be assessed by FACTS for any returned payments for insufficient funds. In the event that an account is turned over to a collection agency because of non-payment, Saint Joseph School reserves the right to add any and all collection fees, interest, court costs, and/or legal fees to the balance of tuition and fees due.



# ADMISSION APPLICATION

## Family Information

Father's Name: \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_

First Last

Address: \_\_\_\_\_

Mailing Address

City

State

Zip

Place of Employment: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_

First Maiden Last

Address: \_\_\_\_\_

Mailing Address

City

State

Zip

Place of Employment: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Language(s) Spoken/Read at Home: \_\_\_\_\_

Is there a court order granting custody, visitation, or otherwise restricting or allowing access to the child(ren)?  YES  NO

*If yes, a copy of the court order must be provided with the registration packet information.*

How did you hear about St. Joseph School? \_\_\_\_\_

## Student Information

1<sup>st</sup> Child's Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  Male  Female

Grade Applying For: \_\_\_\_\_ Child's Religion:  Catholic  Other: \_\_\_\_\_

Church Child Attends: \_\_\_\_\_ Child Lives With: \_\_\_\_\_

School Last Attended: \_\_\_\_\_ School Phone: \_\_\_\_\_

School Address: \_\_\_\_\_ Principal: \_\_\_\_\_

Baptismal Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

1<sup>st</sup> Eucharist Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

Confirmation Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

## **Academic & Medical Information:**

-Has your child ever been suspended, dismissed, expelled, or not permitted to re-enroll in a school?  Yes  No

*If yes, please give the name of the school and explain the reason(s):* \_\_\_\_\_

-Has your child ever been tested or evaluated for any academic purpose?  Yes  No

*If yes, please explain the reason(s):* \_\_\_\_\_

-Does your child have an IEP or 504 Plan that might require an accommodation to participate in our program?  Yes  No

-Please list any important information regarding your child's learning ability (i.e. academic history, behavioral & emotional state, etc.):

-Please list any important medical information regarding your child (i.e. allergies, physical ability, etc.):

*Complete reverse side for additional children.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



2<sup>nd</sup> Child's Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  Male  Female

Grade Applying For: \_\_\_\_\_ Child's Religion:  Catholic  Other: \_\_\_\_\_

Church Child Attends: \_\_\_\_\_ Child Lives With: \_\_\_\_\_

School Last Attended: \_\_\_\_\_ School Phone: \_\_\_\_\_

School Address: \_\_\_\_\_ Principal: \_\_\_\_\_

Baptismal Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

1<sup>st</sup> Eucharist Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

Confirmation Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

**Academic & Medical Information:**

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*If yes, please give the name of the school and explain the reason(s):* \_\_\_\_\_

-Has your child ever been tested or evaluated for any academic purpose?  Yes  No

*If yes, please explain the reason(s):* \_\_\_\_\_

-Does your child have an IEP or 504 Plan that might require an accommodation to participate in our program?  Yes  No

-Please list any important information regarding your child's learning ability (i.e. academic history, behavioral & emotional state, etc.):

\_\_\_\_\_

-Please list any important medical information regarding your child (i.e. allergies, physical ability, etc.):

\_\_\_\_\_

3<sup>rd</sup> Child's Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  Male  Female

Grade Applying For: \_\_\_\_\_ Child's Religion:  Catholic  Other: \_\_\_\_\_

Church Child Attends: \_\_\_\_\_ Child Lives With: \_\_\_\_\_

School Last Attended: \_\_\_\_\_ School Phone: \_\_\_\_\_

School Address: \_\_\_\_\_ Principal: \_\_\_\_\_

Baptismal Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

1<sup>st</sup> Eucharist Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

Confirmation Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

**Academic & Medical Information:**

-Has your child ever been suspended, dismissed, expelled, or not permitted to re-enroll in a school?  Yes  No

*If yes, please give the name of the school and explain the reason(s):* \_\_\_\_\_

-Has your child ever been tested or evaluated for any academic purpose?  Yes  No

*If yes, please explain the reason(s):* \_\_\_\_\_

-Does your child have an IEP or 504 Plan that might require an accommodation to participate in our program?  Yes  No

-Please list any important information regarding your child's learning ability (i.e. academic history, behavioral & emotional state, etc.):

\_\_\_\_\_

-Please list any important medical information regarding your child (i.e. allergies, physical ability, etc.):

\_\_\_\_\_



## PARISH VERIFICATION

*Catholic families wishing to receive the Catholic or St. Joseph Parish tuition rate must fill out this form and send it to the Parish where you are enrolled.*

**Family Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**We are registered members of the following Catholic parish:**

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Saint Joseph | <input type="checkbox"/> Saint Bernadette | <input type="checkbox"/> Saint Agnes           |
| <input type="checkbox"/> Saint James  | <input type="checkbox"/> Saint Leo        | <input type="checkbox"/> Saint Vincent de Paul |
| <input type="checkbox"/> Other: _____ |   |  |

**I/We intend to register our child(ren) at Saint Joseph school for the coming academic year:**

\_\_\_\_\_  
Please PRINT child(ren)'s name(s)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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**Parish Administrator/Pastor:**

*Please verify this family's membership in your parish by signing below and affixing the Parish seal.*

The family named above are active, registered parishioners at my parish.

\_\_\_\_\_  
Pastor/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Fax or mail form to: St. Joseph School, 110 E. Stephen St., Martinsburg, WV 25401; Fax (304) 267-6573







**RELEASE OF RECORDS  
For Grades 1 - 8 Only**

*Return this completed form to the Saint Joseph School front office.*

**Previous School:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

To Whom It May Concern:

Please send **all** student records (academic/grades, standardized test scores, health records, discipline records, Special Education documents) to assist us in placing the following student(s).

**Student 1 Legal Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Grade Applying for:** \_\_\_\_\_

**Student 2 Legal Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Grade Applying for:** \_\_\_\_\_

**Student 3 Legal Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Grade Applying for:** \_\_\_\_\_

If more information is needed, the principal/counselor has my permission to request additional information by phone, or fax, regarding academics, discipline, special needs, etc.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

Thank you for your assistance.

Please send all student records to:  
Saint Joseph School  
ATTN: STUDENT RECORDS  
110 E. Stephen St.  
Martinsburg, WV 25401  
Fax: (304) 267-6573

<b>OFFICE USE ONLY</b>	
Date request form sent: _____	
1 <sup>st</sup> Request:	_____
2 <sup>nd</sup> Request:	_____
3 <sup>rd</sup> Request:	_____
Records Received:	_____