



PRE-KINDERGARTEN

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. Your child's space is reserved with the returning of your application and the registration fee.

Age Requirements

2 year olds: Rolling admissions, Students must be at least 2 years of age to enroll.

3 year olds: Students must be 3 by July 1, 2019, and must be toilet trained.

4 year olds: Students must be 4 by July 1, 2019, and must be toilet trained.

Admissions Policies

Students are officially admitted after the returning of all required paperwork and the participation in a Pre-Kindergarten 'Play Date'. Play Dates will be scheduled throughout the summer, please contact Mrs. Henry at khenry@sjswv.org to schedule your child's Play Date.

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)

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

Kaitlyn Henry
Director of Advancement
(304) 267-6447, ext. 7
khenry@sjswv.org



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

Dismissal begins at 2:45pm and ends promptly at 3:05pm.

See the hours for our Extended Day Program below.

Dress

Students in Pre-Kindergarten are not required to wear uniforms. However, we ask that students wear clothes that they are free to move in, get messy in, and can put on and off by themselves.

Specials

Our Pre-Kindergarten students participate in the following classes in addition to the everyday reading & writing readiness, science, social studies, religion, and math classes: Spanish, Physical Education, Music, and Technology. Depending on scheduling, these classes can be once or twice a week.

Lunch

Saint Joseph School participates in the Federal Lunch Program, and about 15% of our students receive free or reduced lunch. Lunch is included in our Pre-Kindergarten tuition, however, families may bring a packed lunch if they choose. Our cafeteria menu is posted on our school internal website monthly, students may choose from a hot lunch or salad option.

Extended Day Program

The Pre-Kindergarten Extended Day Program begins at 7:00am and ends at 5:00pm. There is a fee associated with usage which is billed by the day.

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

- Signed Family Admissions Application
- Returned Registration Fee (\$150 per child)
- Birth Certificate
- Immunization Records
- Baptismal Record, if Catholic
- Pre-K Physical, or a copy of your child's latest Well Child Visit
- Other documents (court documents, medical records) as requested
- Completed Pre-Kindergarten 'Play Date'



PRE-KINDERGARTEN FINANCIAL INFORMATION

2019-2020 Academic Year Rates (August-June)		
Tuition Rates	Full Program	Half-Time Program
Two Year Olds	\$7,300	\$5,445
Three & Four Year Olds	\$7,000	\$5,035
Fees		
Application Fee	\$50	Due with Online Application
Enrollment Fee	\$150	Due with Online Enrollment
Materials Fee	\$200	Due prior to first day
Health & Safety Fee	\$100 (per family)	Due prior to first day
Diocesan Insurance Fee	\$30	Due prior to first day

Pre-Kindergarten Tuition includes the following:

- Academic programming, Monday-Friday, 8:10am-2:45pm
- Healthy snacks during morning snack time
- Hot lunch with milk (students may also bring lunch if desired)
- After school child care, Monday-Friday, 2:45pm-4:00pm (additional daily fee after 4:00pm)
- Additional charges will be incurred for:
 - Before care: \$2.00 per hour
 - After care, after 4:00pm: \$4.00 per day
 - Field Trips and Co-curricular activities as offered: vary

**Half-Time program tuition is available for students who attend either five days a week from 8:10am-11:00am or three full days per week.*

***A \$1,000 discount is applied to your family's youngest Pre-Kindergarten student enrolled who has siblings also enrolled at Saint Joseph School.*

Summer 2019 Rates			
Tuition Rates		Fees	
Weekly Rate (due each Monday)	\$175 per week	Registration Fee	\$50 due with registration
Daily Rate	\$40 per day	Before Care	\$10 per week
Full Summer (discounted)	\$1,100 due May 31	Field Trips	If applicable

Pre-Kindergarten Summer Tuition includes the following:

- Summer Programming, Monday-Friday, 8:00am-5:00pm
- Healthy snacks during morning snack time
- Hot lunch choice once a week



GENERAL POLICIES & PROCEDURES

Tuition Assistance:

Tuition assistance is available for families enrolled in our school, regardless of religious affiliation. To be considered, complete the online application at www.factsmgt.com prior to April 30, 2019. There is a cost of \$15.00 for submitting an application. There is no tuition assistance available for Summer Programming.

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.

Tuition Agreement:

An annual Tuition Agreement form will be available 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 on ParentsWeb under Financial.

1. Single payment due by June 15 (receives a 5% discount).
2. Two payments due August 1 and January 3. There is a \$10.00 annual fee assessed by FACTS.
3. Monthly payments withdrawn between the 5th and the 25th of the month. There is a \$40.00 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 \$20.00 which insures your tuition payment in the event of the death of one of the responsible parties.

FACTS Payment Fees:

Any payments (for tuition, extended care, registration, etc.) are considered past due if not received within 10 days of the payment due date. A late charge of \$25.00 per month is charged for all past due accounts. A fee of \$30.00, in addition to other fees, will be assessed by FACTS for any returned payments for insufficient funds. These fees are not accessible by SJS administration. 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.