

## **Admission and Readmission Policy**

### **Parishioners:**

All Catholic children living within the parish boundaries are eligible for admission as long as they meet the registration requirements and the class size of 32 has not been reached. Admission is made through formal registration.

Admission and readmission are on an annual school year basis. If a student leaves St. Joseph School and wishes to re-enroll a meeting with the principal is required.

### **Non-Parishioners:**

If class size permits, Catholic children from other parishes may be admitted. Permission from the respective pastors is necessary. The pastor of the child's parish is expected to pay the balance of the per pupil cost not covered by the tuition the parents pay as non-parishioners.

### **Other Faiths:**

If class size permits, children of non-parish members may be admitted after conferring with the principal.

No discrimination is made as to race, creed, nationality, or national origin.

### **Registration**

**Yearly registration** of students is held in February. At this time parents/guardians indicate their intentions of sending the child to St. Joseph School for the succeeding year. Parents/guardians will then receive information concerning the registration fee, educational/technology fee, and the OCE fee. These fees are nonrefundable.

**Registration of new students** to the school other than kindergarten for the succeeding year is taken after re-registration in February. All current test scores plus current grades/discipline records are needed before an admission decision will be made. The principal may request a conference with the student. First grade students are accepted on the basis of a waiting list and the successful completion of kindergarten. Parents/guardians will then receive information concerning the registration fee, educational/technology fee, and the OCE fee. These fees are nonrefundable.

**Application for Kindergarten registration takes place** in February or the early part of March. Brothers and sisters of children currently attending St. Joseph are given priority. Next parishioners, then children from neighboring parishes, and then children of other faiths are accepted in that order.

Children must **be five years old on or before August 1** to be admitted to Kindergarten.

**At the time of registration, the following documents are required:**

- 1. a birth certificate**
- 2. a baptismal certificate (unless baptized at St. Joseph Church)**
- 3. full copy of any divorce decree with Clerk of Court filing stamp.**

**Waiting List:** Once the class size is at quota, a parent wishing to register a child in St. Joseph School may place the child's name on a waiting list. The order given in the Admission Policy is followed with regard to the waiting list. As soon as there is an opening, the parent will be notified.

**Withdrawal:** Notify the school office. All tuition and fees must be paid before records are sent. Tuition and fees must be paid in a timely manner or school/parish will take legal action.

### **Class Makeup**

We will strive to keep class size at a maximum of 30 students. However, it will be at the discretion of the principal and the advisement of the classroom teacher as to the addition of more than 30 per room. Sometimes top quality instruction can still be achieved to a larger class with the addition of a teacher's aide and/or volunteers. The principal will take into consideration the best interest of each child in the entire classroom makeup.