

APPLICATION PROCEDURES FOR NEW FAMILIES

St. Joseph Catholic School

SY 2017-2018

General: St. Joseph Catholic School will accept applications for all new students and families using the following plan.

Procedures: During this application period, new families will (1) receive and complete an application and (2) make a deposit of \$400 for each child. Application fees will be refunded for families that cannot be accommodated.

Families must provide (1) birth certificate (official, not hospital), (2) baptismal certificate, and (3) immunization record.

Within ten days after applying, the following items must be turned into the office for students entering Grade 1-8: (1) school records, (2) new student information sheet, and (3) diocesan school exit form if necessary. Form number 3 must be obtained from your school office. We will tell you if it is needed.

When the completed application is received, it will be assigned a sequential number starting with one (1). Families will receive one application number regardless of the number of students in each family. The registration process begins when a slot becomes available and is offered. Students will be accepted on a first come, first served basis using the following school placement priority:

1. Children of faculty members;
2. Siblings of returning students;
3. Siblings of alumni; (graduate of 8th grade)
4. Children of alumni; (graduate of 8th grade)
5. Children living with guardians who have SJCS alumni
6. Children of registered families of our seven founding parishes who do not have a child or children in any other grade of the school;
7. Children of other Catholic families;
8. Children of non-Catholic families who share our values.

Parents will be contacted to schedule an appointment for an informal screening.

All student placement and interpretation of policy remains at the discretion of the principal.



ST. JOSEPH
CATHOLIC SCHOOL

INFORMATION

CONTACT PERSON: Chad Riley, Principal

GRADE LEVELS: Pre-K through Eighth Grade

ADMISSION: Our admissions policy is designed to ensure student success. Consequently, new students are given an interview/screening test to ensure that St. Joseph can meet their needs and that they will be successful.

St. Joseph Catholic School admits children of any race, color, national or ethnic origin. Priority registration consideration is given to those families who are members of the seven founding parishes: St. Vincent de Paul, St. Joseph, St. Mary the Virgin, St. Jude, Most Blessed Sacrament, Catholic Church of the Vietnamese Martyrs, and St. Matthew.

SCHOOL HOURS: The school day begins at 8:00 am and ends at 3:00 pm. Upper grade students dismiss at 3:15 pm. SJCS offers a before school program from 7:00 – 7:45 am. An on-site after school program is offered from 3:00 – 6:00 pm. Please contact the school office for more information.

APPLICATION: A \$400.00 new student application fee is required. Returning student application fee is \$300.00. The fee is non-refundable unless SJCS cannot accommodate the student.

TUITION PER YEAR:	<u>Catholic</u>	<u>Non-Catholic</u>
K – 8th Grade:	\$7,245	\$9,242
Pre-K, 5-day:	\$7,245	\$9,242
Pre-K, 3-day:	\$4,347	\$5,545

Families with more than one child attending St. Joseph Catholic School will receive a 20% discount on the second enrolled student’s tuition and 25% on each subsequent student’s tuition, excluding non-Catholic students.

*The above is the tuition schedule for the 2017-2018 school year. These fees and discounts are subject to change.

- TUITION ASSISTANCE:** Tuition Assistance is available to qualified families of registered and accepted Catholic students in Pre-K through 8th grade. Call the school office for more information.
- SERVICE HOURS:** Each family must meet 40 service hours per school year.
- REFUND POLICY:** St. Joseph Catholic School requires a tuition payment in full on or before June 1st for the next upcoming school year. In general, tuition is non-refundable. If however a student leaves before the second semester of the school year begins, one-half (50%) of the student's full tuition payment will be refunded. Except in extreme circumstances, such as the case where the School's Principal determines that the school cannot meet the needs of a particular student, no other tuition refund is available. The decision whether to grant any tuition refund because of extreme circumstances will be made by the Principal.
- RECORDS:** All new students are required to have copies of their birth certificate, Baptismal certificate, and shot records included with their Application for Admission. The most recent copies of report card and achievement tests must be received by St. Joseph Catholic School prior to acceptance of child. A Student Information Sheet is also required of new students who are currently in first grade and up. A physical (form provided by the Diocese of Fort Worth) and an emergency card will be required on or before the first day of school. Students transferring from other Fort Worth Diocesan schools must present a withdrawal form at the time of registration.
- SCHOOL UNIFORMS:** Uniforms are required and must be purchased through Parker School Uniforms in Fort Worth, Texas.
- LUNCH PROGRAM:** For the convenience of our parents, hot meals are prepared on-site by Educational Catering Inc. Parents choosing not to utilize the catering service may send a lunch with their child.
- CURRICULUM:** The educational program consists of instruction in Religion, Reading, English, Spelling, Vocabulary, Handwriting, Mathematics, Social Studies, Science, Physical Education, Fine Arts, Spanish and Computer Instruction and follows the Diocese of Fort Worth curriculum.
- ACCREDITATION:** St. Joseph Catholic School is a part of the Catholic School System of the Diocese of Fort Worth. St. Joseph is fully accredited through the Texas Catholic Conference Accreditation Commission which is recognized by the Texas Education Agency.

Non-Discriminatory Policy: St. Joseph Catholic School is in compliance with the Civil Rights Acts of 1964 and other Federal Statutes of non-discrimination in its employment and admission practices. It admits qualified students of any race, color, sex, national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Do you have any relatives who are St. Joseph graduates? Yes ___ No ___ If yes, please list them below.

First Name	Maiden	Last Name	Relationship	Year of Graduation
------------	--------	-----------	--------------	--------------------

Is your child now taking any medication? _____ Has your child been diagnosed with any of the following: ADD/ADHD ____, Learning Disabilities ____, Emotional Disabilities ____, Asthma ____, Allergies _____

(Name of Medication)

Please list any other needs: _____

Application Fee:

A \$400.00 per **new** student application fee is required. The fee is non-refundable unless St. Joseph Catholic School cannot accommodate the student.

TUITION PER YEAR:	<u>Catholic</u>	<u>Non-Catholic</u>
K – 8th Grade:	\$7,245	\$9,242
Pre-K, 5-day:	\$7,245	\$9,242
Pre-K, 3-day:	\$4,347	\$5,545

Families with more than one child attending St. Joseph Catholic School will receive a 20% discount on the second enrolled student’s tuition and 25% on each subsequent student’s tuition, excluding non-Catholic students.

Select method of tuition payment:

_____ Lump sum due on or before June 1, 2017.

_____ Texas Catholic Community Credit Union loan, ten monthly payments, July 5, 2017 – April 5, 2018.

Note: Please help the office keep all information current by notifying the school when any information needs updating.

Return completed application to:

[St. Joseph Catholic School](#)
2015 S. W. Green Oaks Blvd.
Arlington, Texas 76017

To the best of my knowledge, the above information is correct. I agree to abide by the Diocesan and local School Policy in regard to the governance of St. Joseph Catholic School.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

Non-Discriminatory Policy: St. Joseph Catholic School is in compliance with the Civil Rights Acts of 1964 and other Federal Statutes of non-discrimination in its employment and admission practices. It admits qualified students of any race, color, sex, national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.



ST. JOSEPH
CATHOLIC SCHOOL

Request for Records

Date: _____

Previous School: _____

Address: _____

City, State Zip _____

_____ has registered at St. Joseph Catholic School
Student's Name

for the _____ school year.

Please forward my child's school records to:

St. Joseph Catholic School
2015 S. W. Green Oaks Blvd.
Arlington, Texas 76017

817/419-6800
817/419-7080 (fax)

Parent's Signature



ST. JOSEPH
CATHOLIC SCHOOL

STUDENT INFORMATION SHEET

2015 SW Green Oaks Blvd.
Arlington, Texas 76017
Phone: 817/419-6800
Fax: 817/419-7080

I give permission for the release of this Information Sheet to the above named school.
(St. Joseph respectfully requests that the Information Sheet be completed by the student's
Teacher and/or Principal and returned to St. Joseph within one week of receipt.)

Parent/Guardian Signature

Date

**** REQUEST FOR INFORMATION PRIOR TO ACCEPTANCE****

Student's Name

Present Grade

Name of Present School

Length of time in present school

The above named student has applied for placement in our school. In order that we may have a record of the child's academic achievement, social behavior, and relationship with teacher and peers, we would appreciate your sharing the following information. This Student Information Sheet does not go into a child's permanent record and the information contained is entirely confidential.

I. Using the following code, please grade the areas listed:

E=Excellent G=Good F=Fair N=Needs Improvement

- _____ General Attitude
- _____ Effort
- _____ Relationship with teacher
- _____ Respect for authority
- _____ Initiative
- _____ Pride in work
- _____ Attendance

- _____ Cooperation
- _____ Classroom Conduct
- _____ Relationship with peers
- _____ Home study habits
- _____ School study habits
- _____ Completion of assignments

II. Discipline (please comment):

III. Please describe any disabilities (physical, emotional, language barrier, family situation) that affect the applicant's progress.

**IV. Using the following code, please grade the areas listed:
1=outstanding; 2=average; 3=below average progress;
4=failing to make necessary progress 5=**

_____ Christian Doctrine (if applicable)	_____ Social Studies
_____ Reading	_____ Science
_____ Math	_____ Spelling/Vocabulary
_____ English	_____ Computer Literacy
	_____ Foreign Language

V. Academic Information:

Has this child ever been tested for learning disabilities? ____ Yes ____ No
Has testing ever been suggested to the parents? ____ Yes ____ No
Explain: _____

Has this child ever been tested for gifted and talented? ____ Yes ____ No
Has this testing ever been suggested to the parents? ____ Yes ____ No
Explain: _____

Has this child been retained? ____ Yes ____ No
If yes, grade repeated: _____

Is retention recommended for the next school year? ____ Yes ____ No
Explain: _____

VI. Based on the work that the applicant has completed in your school, please rate the total progress of this student:

_____ Outstanding student	_____ Low average student
_____ Above average student	_____ Working <u>below</u> grade level
_____ Average student	

Please provide any other information you feel would be useful to us. Thank you for your time in completing this form.

Teacher

Date

Principal

Date



Tuition Loan Introduction Letter

Dear St. Joseph Parent:

Thank you for your interest in the Tuition Loan Plan provided by TDECU in conjunction with St. Joseph School. TDECU (formerly TCC CU) has been providing tuition loans to St. Joseph parents since the founding of the school and we welcome the opportunity to work with you.

TDECU can provide all or part of the funding for your tuition needs with a loan for the 2016-2017 school year.

- * St. Joseph requires an automatic payment method, so you can choose to have your payment transferred automatically from your current institution, or from your account at TDECU.
- * No credit or income requirements are needed to receive the loan.
- * Loans are made for a maximum of 10 months, with payments July 5th through April 5th so you aren't compounding payments from one year on top of another.
- * Nothing more than a one-time account opening of \$25 (initial savings deposit and potential checking account) and minimal paperwork is necessary – no detailed financial statements are needed, only a copy of your ID.
- * As a TDECU member, you may apply for any of our other financial services such as Free Checking Accounts, debt consolidation and auto loans, IRAs, Certificates of Deposit, and on-line services, etc.
- * After you open your account, you can view your account information at our website: www.tdecu.org.

Any forms you may need to join TDECU and apply for a tuition loan may be obtained from Mary Lewis in the school office.

If you have any questions regarding these loans or any other financial assistance please feel free to call the credit union at 800-256-0779 or stop by our local branch located at 4312 Town Center Dr. Fort Worth, TX 76115.