



Dear Prospective Kindergarten Family,

For the 2025-2026 school year, MTCES is offering early registration for new families. It is important for us to begin the planning process for the 2025-2026 school year. If you are considering sending your child to MTCES for **kindergarten** next year, please read through the details below.

Kindergarten Registration Details:

1. Eligibility: Kindergarten is open to all children who will turn five years old before September 30, 2025.
2. Registration Period: Early registration for kindergarten will be open for all **new families** from **November 4 - December 6**. Families who apply during this time period will be notified by December 20 of their acceptance status. Families who register after December 6 will be notified in March of their acceptance status. Families who are waitlisted during the early registration period will be notified in March of their waitlist status.
3. The non-refundable early entrance registration fee is \$250 (per family), which will be processed. A check or cash must accompany the application for kindergarten. If you are offered a spot and decline the acceptance, your registration fee will **not** be refunded. If you wish to be taken off of the waitlist, your registration fee will be refunded.

To be considered entrance into kindergarten, please submit the following forms to the MTCES office:

- Registration Form
- Copy of your child's birth certificate
- Copy of your child's baptismal certificate (if applicable)
- Parish and Volunteer Form (if applicable)
- \$250 non-refundable application fee (check or cash)

We appreciate your trust in MTCES and the opportunity for us to be a part of your child's educational experience. Thank you for your application to MTCES!

Sincerely,

Molly Hinker, Director of Enrollment & Engagement  
mhinker@mtces.org  
(513) 779-6585 x34

Denise Harvey, Principal & CEO



# KINDERGARTEN Registration 2025-2026

## For New MTCES Families

Please fill out the information below to apply for kindergarten for the 2025-2026 school year.

**Reminder: A copy of the Birth Certificate, Baptismal Certificate (if applicable), Volunteer Documentation, and \$250 Registration Fee should accompany this application.**

Grade Level for 2025 - 2026 School Year: **KINDERGARTEN**

Student Full Name: \_\_\_\_\_

Birth Date (Month, Day, Year): \_\_\_\_\_

Birth Place (city, state): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

*\*Ethnicity information is required and collected by the US Department of Education*

Ethnicity (circle one): White Black Hispanic Asian Native Hawaiian/Other Pacific Islander Native American/Native Alaskan Multiracial

Circle One: Non-Hispanic Hispanic

Student Lives With (circle one): Both Parents Mom Dad Other (please specify): \_\_\_\_\_

*MTCES abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. MTCES considers the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school-sponsored dances, dress and uniform policies, the use of changing facilities, showers, locker rooms, sleeping accommodations on trips, titles, names and pronouns, and school records. As an applicant/registrant and/or parent/guardian for admission to MTCES, I understand and agree to this policy.* **Please state your child's biological sex: Male \_\_\_\_\_ Female \_\_\_\_\_**

Religion: \_\_\_\_\_

Parish/Church: \_\_\_\_\_

Baptism Church, City/State: \_\_\_\_\_

Year Baptized: \_\_\_\_\_

Name of Preschool Attended: \_\_\_\_\_

Years Attended: \_\_\_\_\_

Please Circle If Your Child Has Received: IEP ISP 504 MFE Action Plan Reading Services Speech Services

**\*If applicable, please include a copy of this plan with the application**

Mother's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Religion: \_\_\_\_\_

**\*PRIMARY FAMILY PHONE NUMBER:** \_\_\_\_\_

**\*PRIMARY FAMILY EMAIL:** \_\_\_\_\_

Please list the names and kindergarten entry year for younger siblings: \_\_\_\_\_

## **Admissions Policy 2025-2026**

Mother Teresa Catholic Elementary School is a private, Catholic elementary school supported by tuition and donations. The school strongly supports the parish concept and the importance of a family's commitment to its parish. The school also keeps an active, open and ongoing relationship with the area parishes to foster and nurture the identity of the Catholic parish.

Students will be admitted in the following order. If classes are filled per criteria below, a lottery will be used to fill openings at that level.

1. Current students whose registration is complete, tuition payments are current, and whose family is in compliance with the Family Volunteer Service Contract.
2. Siblings of present students whose families meet criteria 1.
3. New students whose parent, family member, or guardian are faculty/staff or currently serving on the Board of Trustees, or who have served as a Board member in the past, as confirmed by the Secretary of the Board.
4. New students whose immediate family member (sibling or parent) is an alumni of the school.
5. Children who have stayed on the waiting list for the prior school year, have applied for the current school year, and still qualify for categories 5 through 7 in the admission policy. The waiting list will not be redrawn and the order carries over from the prior year.
6. New students whose parents, family members, or guardians have demonstrated significant volunteerism and or stewardship and are active members of a Catholic parish as determined by the board – See Family Volunteerism Section below.
7. New students who are Catholic.
8. Remaining positions will be filled by lottery.
9. Applicants submitted after the registration period will be admitted on a rolling basis.

Sibling status is defined as a new incoming student who is a sibling of a currently enrolled MTCES student. Sibling status is granted only to families who enroll a sibling during the priority enrollment period and do not withdraw the older child at a later time. Those who are unable to gain admittance may wish to remain on a waiting list. The order of those placed on the waiting list will also be determined by lottery. Registrations not received by the deadline will be placed on the waiting list in the order they are received.

***Kindergarten students must be five years of age on or before September 30 and participate in a kindergarten readiness screening, which will take place in May 2025. Kindergarten students' acceptance is pending based on the results of the kindergarten readiness screening.***

***Transfer students in grades 1-4 will be admitted after the application is complete and records from the previous educational institution are reviewed.***

***In grades 5-8, acceptance is based on a review of records from the previous educational institution(s), and a review of the recommendation from the previous educational institution(s). All transfer students entering MTCES will be admitted under a trial period which lasts a minimum of one trimester and will be reviewed periodically following these guidelines for full admission.***

- ***The student will uphold the student code of conduct.***
- ***The student consistently turns work in on time and fulfills all academic requirements.***
- ***The student maintains acceptable grades and demonstrates progress in academic studies.***

***The above requirements will be reviewed with the student and parent(s) before acceptance is granted.***

### **Family Volunteerism & Active Parishioners**

Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism, including active parish life. As such, this is considered in the admissions policy. We believe that people with a history of active parish life and volunteerism will continue to be involved in their children's education and school. In order to qualify for Criteria 6 in the admission policy, a family must demonstrate that they have provided significant service and or stewardship to a charitable organization or cause. The Parish and Volunteer Documentation Form must be completed, and must include signatures and or appropriate documentation.



# PARISH AND VOLUNTEER DOCUMENTATION

Saint Mother Teresa of Calcutta dedicated her life to the service of others. In keeping with our namesake, Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism including active parish life. As such, this is considered in the admissions policy. We believe people that have shown a history of active parish life and volunteerism will continue to be involved in their children's education and school. Please document your immediate family's parish and volunteer involvement during the past two years on this form. Return this completed form to the school office with your registration paperwork.

## PARISH LIFE

Family Name: \_\_\_\_\_ Parent(s) Name(s): \_\_\_\_\_

Registered At (Parish/Church): \_\_\_\_\_

*Please Circle All That Apply:*

Catholic          Non-Catholic          Attends mass/services regularly          Supports Parish/Church Financially

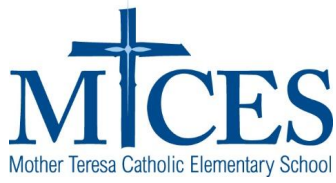
*List how you have been active in the following parish/church ministries in the past two years:*

MINISTRY	TYPE OF INVOLVEMENT

***Other details you would like to share regarding your parish involvement:***

***The family named above are registered parishioners and/or members of the church stated:***

Signature of Pastor or Church Representative: \_\_\_\_\_



## **PARISH AND VOLUNTEER DOCUMENTATION**

### **VOLUNTEER INVOLVEMENT IN OTHER CHARITABLE ORGANIZATIONS**

(Examples: American Cancer Society, Ronald McDonald House, preschool volunteer, youth sports organizations, etc.) Active in the following charitable organizations in the past two years:

ORGANIZATION	TYPE OF INVOLVEMENT	*Signature OR documentation attached of organization representative (emails, signups, etc)

We supported the following charitable organizations financially in the past two years (PLEASE LIST ORGANIZATIONS):