



Dear Prospective MTCES Family,

Thank you for your interest in Mother Teresa Catholic Elementary School. We are blessed that you have chosen to apply to MTCES. Below you will see what is required to apply for admission into MTCES. Please note that priority registration will take place from January 30, 2025-February 28, 2025. If you enroll during time you will be notified regarding your acceptance status by the end of March. If you apply after February 28, 2025, you will be notified on a rolling basis. Please read through the requirements below to apply to MTCES.

Registration Details:

1. Eligibility: Students who apply in grades 1-8 will need to include a records request form. Students in grades 4-8 must also complete a teacher recommendation form and include this when turning in their registration form.
2. Registration Period: Priority Registration will take place from January 30, 2025-February 28, 2025. If you enroll during time you will be notified regarding your acceptance status by the end of March. If you apply after February 28, you will be notified on a rolling basis.
3. The registration fee is \$250 (per family), which will be processed. A check or cash must accompany the application. If you are offered a spot and decline the acceptance, your deposit will **not** be refunded.

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

- Registration Form
- Records Request (Grades 1-8)
- Teacher/Principal Recommendation (Grades 4-8) signed form (this will be sent to us privately from the person filling out the recommendation)
- 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 (per family)

Thank you for helping us ensure that this registration period goes smoothly. 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



Registration 2025-2026

For New MTCES Families

A copy of the Birth Certificate, Baptismal Certificate (if applicable), Volunteer Form (if applicable), Records Request (Grades 1-8), and \$250 Registration Fee (cash or check) must accompany this new student registration. If you are applying for grades 4-8 the Teacher/Principal Recommendation Request must also be complete.

Grade Level for 2025 - 2026 School Year (please circle): **K** **1** **2** **3** **4** **5** **6** **7** **8**

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/Stat (if applicable): _____

Year Baptized: _____

First Communion Church, City/State (if applicable): _____

Year of First Communion: _____

Name of Previous School(s) Attended: _____

Years or Grades 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: _____

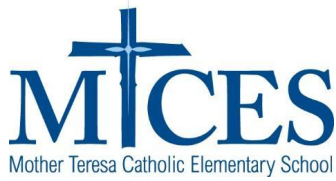
Phone Number: _____

Religion: _____

***PRIMARY FAMILY PHONE NUMBER:** _____

***PRIMARY FAMILY EMAIL:** _____

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



Records Request

For students seeking admission to grades 1-8

Current School:

Phone: _____

Email: _____

Send Records To:

Mother Teresa Catholic Elementary School
Attn: Student Records
7197 Mother Teresa Lane
Liberty Twp., OH 45044
Phone: (513) 779-6585
Email: mhinker@mtces.org

Student Name: _____

Address: _____

City/State/Zip _____

Date of Request: _____

Birth Date: _____

I authorize that a copy of the following records for my son/daughter may be sent to Mother Teresa Catholic Elementary School as part of the admissions process.

Information to be released:

Educational Record (group achievement/ability and other standardized test scores; attendance; promotion/retention/graduation information; grade/report cards)

Intervention team reports

Psycho-educational evaluations (all evaluations by any agency which are current and used for decisions)

Special Education Records:

Multi-factored Evaluation Team Report (MFE)

Referral for Evaluation

Consent for Evaluation

Individual Education Plan (IEP) or Individual Service Plan (ISP)

Communication

Interventions Plans

504/Action Plan/Accommodation Plan

Reason for Request: To aid in present and future educational decisions

The receiving school assures no information received will be further released without appropriate written consent.

Signature (Parent/Guardian)

Date of Signature



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), review of the recommendation from the previous educational institution(s) principal, and an interview with Administration is complete. 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):

TUITION SCHEDULE 2025-2026

The following tuition schedule is in effect for the 2025-2026 school year. **Payments are non-refundable.**

Please note that all tuition payments must be made through electronic funds transfer. Families may choose either the 10th, 15th, or 20th of the month to have funds withdrawn or make a lump sum payment at the beginning of the year. An EFT form is available in the office. Note: A \$30 fee will be charged for all bank drafts returned as non-sufficient funds.

Monthly Payment Plan

Monthly payments are due on the 10th, 15th, or 20th of each month starting July 2025

	Full tuition cost	Registration Fee *	Balance *	10 Monthly payments
First student	\$5,980	\$250	\$5,830	\$583
Per additional students	\$5,980	\$0	\$5,980	\$598

*\$150 of fee is applied towards tuition

Pre-Payment Plan

Full tuition is due on July 15th, 2025

	Full Tuition Cost	Registration Fee *	Balance *	Pre-Payment Discount	Full payment
First student	\$5,980	\$250	\$5,830	\$50**	\$5,780
Per additional students	\$5,980	\$0	\$5,980	\$50**	\$5,930

*\$150 of fee is applied towards tuition

** Prepayment discount is available to families who prepay over \$5,000/child after the EdChoice Scholarship is applied.

Ohio EdChoice Scholarships – All MTCES students are eligible for an Ohio EdChoice scholarship. The EdChoice Scholarship application window will open in early 2025, EdChoice Applications must be submitted to MTCES by May 15, 2025. Families must submit a completed EdChoice Application and provide proof of address. Please email scholarships@mtces.org with any questions.

Withdrawal of Student(s) If enrollment is canceled on or after **June 15, 2025**, or in the event a student(s) is withdrawn or removed, either voluntarily or involuntarily, from MTCES during the academic year for any reason, the parent(s) or guardian(s) is obligated to pay the full annual tuition and fees.

Late Fee Charge. If your monthly payment is not received, your account will be charged with a \$50.00 late fee along with the provisions set forth in the Accounts Receivable Overdue Policy.

Family Volunteer Program. *In addition* to either payment plan above, you are responsible for participating in the Family Volunteer Program. By participating in this program, you and your family agree to volunteer a minimum of 30 hours throughout the school year. If your family chooses not to participate in this program, you can select the \$600.00 contribution option.