

January 26, 2020

Dear Prospective Family:

The Mother Teresa Catholic Elementary School (MTCES) community welcomes you and your family to our Christ-oriented learning environment. We are excited that you are considering becoming a part of our community. In this packet, you will find the following information:

- An overview of MTCES, including our history, mission, and vision.
- Tuition Assistance Information
- Frequently Asked Questions, Why MTCES? Flyer, Testimonials & 10 Great Things
- Admission Policy and Procedure
- Tuition Schedule
- Registration Form
- Parish & Volunteer Documentation Form
- Records Release for grades 1-8
- Principal Recommendation for grade 5-8

To register your child(ren) for next school year, you will need to submit the following forms and information to the MTCES office by 3pm, Friday, February 28, 2020.

- \$150 registration fee
- Registration Form
- Parish & Volunteer Documentation Form
- Copies of your child's birth and baptismal certificates
- Records Release for grades 1-8
- Principal Recommendation for grade 5-8

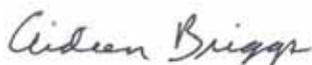
Please note that your registration will not be considered complete until all forms and the registration fee are turned in to the office.

Students enrolling in kindergarten will participate in a kindergarten readiness screening.

Students enrolling in grades 1-8 will participate in an interview with Administration.

Thank you in advance for your cooperation and for considering Mother Teresa Catholic Elementary School for your child.

Sincerely,



Aideen Briggs
Principal/CEO

Admission Policy 2020-2021

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. We very much encourage parents to continue to support their respective parish in all regards and as deemed appropriate by their parish.

Students will be admitted in the following order. If classes are filled per criteria below, 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. Children who have stayed on the waiting list for the prior school year, have registered 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.
5. New students whose immediate family member (sibling or parent) is an alumni of the school.
6. New students whose parents, family member, or guardian 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, not meeting criteria in 6 above.
8. Remaining positions will be filled by lottery.
9. Late applicants submitted after the New Family Enrollment Period will be placed in order paperwork received.

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. **If a new family registers more than one child and only one of the child(ren) is accepted, the other child(ren) are not granted sibling status until the following year's enrollment period.** 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.

Transfer students will be admitted after completing registration, a review of records from previous educational institution(s), and an interview with Administration.

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.

Tuition Schedule 2020-2021

The following tuition schedule is in effect for the 2020-2021 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 2020.

	Full tuition cost	Registration Deposit	Balance	10 Monthly payments
First student	\$4860.	\$150	\$4710.	\$471.
Per additional students	\$4860.	\$0	\$4860.	\$486.

Pre-Payment Plan

Full tuition is due on July 15th, 2020.

	Full Tuition Cost	Registration Deposit	Balance	Pre-Payment Discount	Full payment
First student	\$4860.	\$150.	\$4710.	\$50.	\$4660.
Per additional students	\$4860.	\$0	\$4860.	\$50.	\$4810.

Tuition Assistance Program. There is tuition assistance available through the MTCES Tuition Assistance Fund. **To apply for Tuition Assistance you must fill out an application through FACTS Management.** The FACTS application can be obtained online at www.factsmgmt.org. Online applications are due by April 1, 2020. *Please note that you must apply each year for assistance.* You will be notified of any financial aid award by May 31, 2020. **Please email Meredith Meyer at mmeyer@mtces.org if you intend to file for financial aid.**

Withdrawal of Student(s) If enrollment is cancelled on or after June 15, 2020, 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.



Registration Form 2020-2021

Fill out one complete form for **each student** you are enrolling. A single deposit check of \$150 is required for **each family** regardless of the number of students enrolled. We **must** have a copy of the student's birth certificate. A copy of the student's baptismal certificate is required if the student is Catholic. You must also be registered at a local parish, which will be verified by the parish office. The deposit is not refundable if your child is offered a place in the school, but will be applied toward tuition otherwise. This form must be received at the school by 3pm on Friday, February 28, 2020. Forms received after that time will be handled on a first-come, first-serve basis (please refer to the school Admission Policy). All families will be notified of their status by March 20, 2019. Upon receiving a properly completed application, you will be sent an email acknowledgment of this registration. Forms can be mailed or dropped off at the school office at 7197 Mother Teresa Lane, Liberty Township 45044. Contact Kathy Gilkey with questions at 513-779-6585 or kgilkey@mtces.org

Last	First	Middle	Nickname
Address		City/State/Zip	Phone Number
Live with: <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Both		Religion	Registered Parish
Birth date	Birthplace: City/State		<input type="checkbox"/> M <input type="checkbox"/> F
Enrolling For:	K 1 2 3 4 5 6 7 8		
Please List Siblings and Expected Entry Date (Month/Year)			

Name of Father/Guardian: _____ Deceased: _____

Please circle: Birth Father - Steppather - Adoptive Father - Guardian Marital Status: _____ Religion: _____

Occupation: _____ Employer: _____ Email: _____

Name of Mother/Guardian: _____ Deceased: _____

Please circle: Birth Mother - Stepmother - Adoptive Mother - Guardian Marital Status: _____ Religion: _____

Occupation: _____ Employer: _____ Email: _____

Preferred email for communication _____

Previous School Attended	Years Attended	Last Grade Attended	
Special Education Identification: <i>Please circle if your child has received</i> IEP SP MFE 504 Action Plan			
Sacrament	Date	Church	City/State
Baptism			
Reconciliation			
First Eucharist			

How did you hear about MTCES (circle one)?

Advertising Social Media Parish Internet Search Friend (Name of friend) _____



Parish & Volunteer Documentation 2020-2021

Blessed Mother Teresa 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 _____ Parents Names _____
 Address _____ Phone Number _____
 Registered at (Parish/Church) _____

Please circle all that apply.

- Catholic
- Non-Catholic
- Support parish/church financially

Active in the following parish/church ministries in the past two years:

MINISTRY	TYPE OF INVOLVEMENT
_____	_____
_____	_____
_____	_____

Signature of pastor (*required to qualify for admissions criteria #6*): _____

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

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 OF ORGANIZATION REPRESENTATIVE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Support the following charitable organizations financially in the past two years:

ORGANIZATIONS	
_____	_____
_____	_____

* If signature is not available, please attach some type of supporting documentation. Other details you would like to share regarding your involvement in charitable organizations:



Records Request

For students seeking admission to grades 1-8.

Current School:

Phone: _____

Fax: _____

Send Records To:

Mother Teresa Catholic Elementary School

Attn: Student Records

7197 Mother Teresa Lane

Liberty Twp., OH 45044

Phone: (513) 779-6585 Fax: (513) 779-6468

Student: _____

Date of Request: _____ Birth Date: _____

Address: _____ City/Zip _____

I authorize that 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

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 or Guardian)

Date of Signature

Principal Recommendation

For students seeking admission to grades 5-8.

Applicant's Name: _____ Date: _____

The student named above is an applicant for admission to Mother Teresa Catholic Elementary School. In order to consider applicants carefully, we ask the professional educators who have worked with them to evaluate their strengths and weakness, both as students and people. This information will be held in strict confidence. We appreciate and thank you for your cooperation.

How long has this student been at your school? _____ How long have you known the student? _____

Rate this student's willingness to follow school rules: Excellent Average Poor

Has she/he been a discipline problem at your school? _____ If yes, please explain how: _____

Rate this student's ability to get along with others: Excellent Average Poor

Has she/he ever been suspended/expelled from your school? _____ If yes, please explain why: _____

Has this student, to your knowledge, ever used illegal drugs or alcohol? _____

Is this student in good academic standing? _____ If no, please explain why: _____

Please provide any additional information that will give us a more complete picture of the student. _____

For academic ability and promise, I recommend the candidate:
Enthusiastically Strongly Fairly strongly With reservation

For character and personal promise, I recommend the candidate:
Enthusiastically Strongly Fairly strongly With reservation

Parent/School Relationship

Parents are an important part of our relationship with the student. Please share any thoughts you have regarding this applicant's family, including involvement in your school:

To your knowledge, is the parents' perception of their child compatible with the school's understanding of this child? Please comment:

Which words best describe the parents in regard to their child?

Please explain:

Additional comments:

Name of person completing this form: _____

Title _____

Email address _____

School _____

Telephone _____

Signature _____ Date _____

Thank you for your time in completing this form!

In order to maintain confidentiality, please mail directly to:

Admissions

MTCES

7197 Mother Teresa Lane

Liberty Township, OH 45044