

Dear Prospective Parents,

St. Francis de Sales is an Archdiocese of Cincinnati C.I.S.E school and an Ohio EdChoice Provider school. We are a **tuition-based** school. Tuition for the 2021-2022 school year is **\$5200.00** per child with a **non-refundable registration fee of \$100 per family -due at registration.**

Thank you for choosing to enroll your scholar at St. Francis de Sales School. Your child will receive a quality, integral education developing strong academic and technological skills needed to succeed in a diverse and competitive world. Through instruction in Catholic doctrine and Christian living, we aim to assist parents in your task of the moral and religious development of your child.

Attached is the **New Student Registration Packet** for one child. A New Student Registration Packet is required for *each child*. Please thoroughly complete and sign the forms and return the packet to the school office with all required documentation and the \$100 registration fee. **Only complete registrations will be accepted for consideration.** (Instructions on back page.)

Your financial obligation:

\$5200.00 (per child) to be paid in full by May 2022 see below for financial aid information.

\$100 due at registration

Payment options:

1. **Payment in full** by September 1st to receive \$100 discount.

2. **Monthly payments** (10) due on the 5th of each month

Financial Assistance: We are blessed to be able to offer *financial assistance* from the Catholic Education Foundation, CISE Tuition Aid Program, Ohio EdChoice Scholarship Programs, Kremer Foundation and Boys Hope Girls Hope.

FACTS Management and Grant and Aid Assessment Services handles our tuition accounts and financial aid assessment.

To apply, you must enroll online with **FACTS**, sign up for one of their convenient payment plans and complete the **Grant and Aid Assessment application for C.I.S.E financial aid and the Catholic Education Foundation funds.** (Only one fee for both funds.)

3. **Ohio EdChoice Scholarship Programs**

We accept the EdChoice Scholarship as payment for tuition. To find out if you are eligible ask at the office or visit the Ohio Dept. of Education for precise application instructions at: <http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>

In order to **assist** you in applying for the scholarship, you will need to provide us with the Request form with ALL required documentation. See Check List below.

Registration process:

All new students in grades 3 through 8 will be tested for academic ability and placement by our school Psychologist and/or Counselor before they are accepted. Testing is scheduled, on a first come first serve basis, once you turn in a complete registration packet. (Testing does **not** reserve a place for your child in any way. It is possible that your child's grade placement will be closed before testing date.) On the day of testing we **MUST** have your child's current report card. This is **extremely** important, as the Psychologist and/or Counselor will not test without it.

We look forward to working with you and your child/children in the new school year. If you have any questions, please feel free to call us at 513-961-1953. Our Receptionists, Ms. Brandon and Mrs. McDowell, are in the office Monday through Friday, 8:00 AM until 4:00 PM to take registrations. They can answer your questions and are glad to help fill out registration papers if needed.

Sincerely,

Joanne Browarsky

Principal

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Required Documents Check List

- _____ New Student **Registration** packet **completed & signed**
- _____ \$100.00 registration fee **per family**
- _____ Birth Certificate
- _____ Immunization Records (**Must be up to date-see below**)
- _____ Current Proof of Address (see below for acceptable forms)
- _____ Final Report Card from the **2019-2020** school year and an up to date report card from the **2020-2021** school year. Not applicable for students entering Kindergarten.
- _____ Copy of IEP (if applicable)
- _____ Release of Records Form
- _____ Private/Parochial School form for **Bus Transportation**
- _____ Baptismal Certificate (if Catholic)
- _____ Custody Papers (if applicable)
- _____ Ohio EdChoice Request Application (with documentation)
- _____ Probation Letter -signed
- _____ Enroll with FACTS

PROOF OF ADDRESS - SEND IN A CURRENT COPY OF ONE OF THE FOLLOWING:

- Gas and Electric Bill (all pages)
- Water Bill
- Copy of all pages of Lease with both your signature and the proprietor's signature **AND** a piece of business mail, mailed to you at the lease address.

Required document for Ohio EdChoice Scholarship:

- _____ **EdChoice Request form**
- _____ **Birth Certificate**
- _____ **Current Utility bill**
- _____ **Income Verification Form**
- _____ **Proof of Income (Tax 1099 form and w-2's or 4 consecutive paystubs)**

Important Immunization Information

All students in grades **K-8** **must** be up to date on **all** immunizations. **All students entering the kindergarten must have the following and evidence submitted to the school before the first day that school is in session:**

- DPT – 4 doses (5 doses if 4th dose received before 4th birthday)
7th grade requires one additional dose of TDAP as a booster and the Meningococcal Vaccine
- Polio (OPV or IPV) 4 doses if 3rd dose received before 4th birthday
- Hepatitis B -3 doses
- MMR – 2 doses
- Varicella – 2 doses
Kindergarten needs 2 doses of Varicella prior to entry to school

Students who are not in compliance with State law (RC3313.67) on having all the required immunizations, will be excluded from class until the shot record is current. Our school Nurse will screen the incoming Kindergarten students to make sure that they have all their shots before school starts.