



2012-2013

ST. MARIA GORETTI SCHOOL PRESCHOOL REGISTRATION PROCEDURE & ADMISSIONS POLICY

Thank you for your interest in enrolling your child at St. Maria Goretti School Preschool. Please review our *Registration Procedure*, *Admissions Policy*, and *Application for Enrollment*. We appreciate your attention to all deadlines.

Registration Procedure

Application for Enrollment forms are enclosed with these documents and available in the school office and on our parish website. These forms must be completed and returned to the school office with a \$50.00 per-child non-refundable registration fee attached, ***on or before Friday, February 3, 2012 at 3:00 p.m.*** Please note that completing an *Application for Enrollment* does not guarantee your child's admission to St. Maria Goretti School Preschool.

Only fully completed registrations will be considered under our **Admissions Policy**. Applicants will be notified in mid-February as to their admission status for the next school year. Within one week of notification of admission, we must receive a \$200 per-child non-refundable enrollment deposit, which will apply toward your family's tuition account.

In order for a child's registration file to be complete, we must receive the following items by the end of the registration period. If any item is excluded, your child's registration is considered incomplete. She/he may then be placed on a Waiting List (see Admissions Policy).

- *Application for Enrollment* – signed and dated by parent(s).
- Non-refundable \$50.00 per-child registration fee. This applies to those children who will be/remain on a Waiting List (see Admissions Policy).
- Birth Certificate verified by *school personnel*.
- Baptismal Certificate copy on file *at school office*.
- Professional evaluations: academic, behavioral or medical conditions/concerns that could affect learning.
- Medicine disclosures.
- Custody agreement disclosures.

ADMISSIONS POLICY

The following criteria have been set for the consideration of admission of students to St. Maria Goretti School and Preschool [SMG refers to St. Maria Goretti School and Preschool].

- † Children are considered for admission without regard to race, gender, color, national or ethnic origin.
- † A child must be age three (3) or four (4) by September 1 to enter Preschool, age five (5) by September 1 to enter Kindergarten and age six (6) by September 1 to enter First Grade. Parents choosing to delay Kindergarten for their five-year-old child may enroll her/him in a 4-year-old preschool session.
- † The following priorities are considered for admission of registered students to SMG:
 1. Students enrolled at St. Maria Goretti School at the conclusion of the previous academic year whose families are Active Parish Families.
 2. Siblings of students currently enrolled at SMG or whose siblings are graduated alumni and whose families are Active Parish Families.
 3. Children of parish or diocesan employees who are employed by the parish or diocese for at least one calendar year and whose family is an Active Parish Family.
 4. Siblings of previous students at SMG whose families are Active Parish Families.
 5. Children of parent(s) who have attended St. Maria Goretti School who are Active Parish Families.
 6. Children of families who are Active Parish Families.
 7. Position on a Waiting List.
 8. Children of families who are active parish families in a Catholic Parish that does not have a Catholic school.
 9. Consideration is given to all other applicants.
- † Commitment to the principles of St. Maria Goretti Catholic Parish & School, as expressed in the Parish and School Mission Statements.
- † Previous school records, including references to academic performance, school attendance and conduct (only if applicable).
- † Openings in a particular class.

An **Active Parish Family** is defined as registered members of St. Maria Goretti Catholic Parish. To be a registered parish member, at least one parent/guardian must be a practicing Catholic. An Active Parish Family participates in the worship opportunities of the parish (e.g. Sunday liturgy, liturgical seasons, prayer services, Lenten Mission, etc.), provides

financial support and volunteers their time on behalf of St. Maria Goretti Catholic Parish and School. A vital part of being an Active Parish Family includes the completion of the “Time and Talent” survey, which indicates where an individual may be best-suited to serve the St. Maria Goretti Catholic Parish community. Volunteer activities which indicate a desire to serve the parish community shall include (but not be limited to): serving on committees and councils, liturgical ministry, lector, choir, ushering, teaching religious education, parish festival, seasonal clean-up of the parish facilities, field trip chaperones, room parent(s), sports coach, assisting with pageants and skits, and classroom activities.

A ***Waiting List*** is maintained for all sections as required. Applicants will be placed on a Waiting List after the registration process is complete. The Waiting List will be reviewed annually, after the registration process is complete. Priority placement on the Waiting List is determined solely by the SMG Admissions Committee. Consideration will be given to the length of time a student is on the Waiting List. Applications received after the completion of the registration process will be placed at the end of the Waiting List. Parents and Guardians of children on the Waiting List shall be responsible for maintaining accurate records of current address, phone numbers, and other identifying information. If a family is offered enrollment, and declines the opportunity, that child shall be removed from the Waiting List.

- † The number of students in each preschool section is usually limited to 15 students. St. Maria Goretti is not always able to meet the exceptional educational needs of all students.

- † Up-to-date immunization records for all students must be completed and returned to the school office by August 1, 2012.

When making decisions on student admissions, all aforementioned procedures and policies are considered, in addition to information and/or input from a student-applicant’s family, SMG faculty, SMG administration and/or St. Maria Goretti Catholic Parish administration.