

**ST. WENCESLAUS SCHOOL
INFORMATION & POLICIES
2011/2012**



ADMISSION POLICY

Registration for enrolling your child/ren at St. Wenceslaus School for the upcoming year will begin in February (specific dates will be announced each year). A non-refundable registration fee **for each student** will be required at the time of registration.

Registrations will be taken in the following order:

- (1) The first week will be reserved for children/families who are currently enrolled at St. Wenceslaus School K – 8 programs and are in good financial standing with the school.
- (2) Families already enrolled in the Little Spirit Preschool Program
- (3) The second week will be for new families who are parishioners of St. Wenceslaus Parish. A Waiting List will be established if needed. See Waiting List priorities below.
- (4) The third week will be for new families who are not St. Wenceslaus Parish members.

Classes will be filled in the order the registrations are received. Registrations received after the third (3rd) week will be accepted on a first come/first serve basis until the class size reaches the predetermined level.

Little Spirit Preschool will accept students based on the following:

- Child is at least thirty-three (33) months of age and toilet trained (no pull ups allowed)
- Child has not reached the age of six years by September 1st
- Child has special needs that, with provisions and approval of school administration can be met in our school environment.

Children/Families Currently Enrolled:

There will be an additional \$50 fee per student (not deductible from tuition) charged to any family, who, during the registration period, fails to register a student who is currently enrolled at St. Wenceslaus School and will continue to attend for the next school year.

Families with students currently enrolled will lose their priority status if not registered at the conclusion of the first registration week.

Class Sizes

Class sizes for grades K - 8 will be determined by the School Advisory Board and Principal based on enrollment registrations. Consideration will be given to special circumstances (i.e. students w/special needs, space requirement, etc.). Class sizes may vary at different grade levels and within the grade level.

Little Spirits Preschool Class Sizes will have a maximum enrollment of 10 students to one teacher. Maximum class size is 20 students with 1 teacher and 1 aide. When the maximum capacity is reached, a waiting list will be established. Additional classes will be added as demand allows.

Waiting List

Once a grade level reaches its determined size, a Waiting List for that grade level will be established. When, and if, an opening should occur, families will be granted enrollment according to their rank on the Waiting List. Within the designated registration period, priority on the Waiting List will be given to parishioners, and rank will be assigned by the length of time the family has been registered parishioners. Non-parishioners will then be ranked on the waiting list on a first come/first serve basis. Any registrations received after the initial period will be placed on the Waiting List in the order received. Families on any Waiting List must renew their desire for enrollment each year, before January 15th. The waiting list will dictate in all cases.

Kindergarten Early Admission

St Wenceslaus School will adhere to the New Prague School District's Policy on Kindergarten Early admissions. If a child is accepted for early admission, and after a certain amount of teacher-pupil contact, the kindergarten teacher determines that the child is not yet ready, the principal will notify the parents and the child will be dropped from the roll. Any monies paid to the school by this family will follow policy #3420 EARLY WITHDRAWAL.

Eligibility

A student who has been or is being expelled from any school for behavior or conduct that would also be grounds for expulsion at St. Wenceslaus School will be excluded from admission.

Prior to admission, the Principal may make inquiries to the previous school for the student's records to help aid in determining admission status.

REQUIRED FUNDRAISING OBLIGATION

In addition to tuition, all families are required to support our major fundraisers by volunteering their time and talents. If you have a child in both the K – 8 program and Little Spirits Preschool the Sweepstakes, Fish Fry and work requirement is fulfilled through your K – 8 obligations.

K – 8 Families:

1. \$150 in pledges per child for Marathon
2. \$250 in ticket sales per family for Sweepstakes
3. Sell or purchase 10 tickets per family for Fish Fry
4. Adult to work on **two** separate 3 – hour shifts at the Fish Fry, Auction or Golf Tournament

Little Spirit Preschool Families:

1. \$50 in pledges per child for Marathon
2. \$50 in ticket sales per family for Sweepstakes
3. Sell or purchase 5 tickets for Fish Fry
4. Adult to work on **one** 3 – hour shift at the Fish Fry, Auction or Golf Tournament

TUITION POLICY

- The tuition form is a Contractual Agreement with St. Wenceslaus School.
- Parents facing financial difficulties shall submit an on-line tuition application at www.tuitionaid.com by the application deadline date of May 1, 2011. Supportive Financial Documents need to be submitted to TADS. Each situation shall be reviewed by TADS (Tuition Aid Data Service). St. Wenceslaus School will offer tuition assistance as recommended by TADS. Financial Assistance will be given based on the amount in the fund and by the number of families in need of assistance at St. Wenceslaus School. Arrangements for payment for the remaining tuition will be made according to the regular school tuition payment policy. This information is strictly confidential.
- Contracted payments begin in July, 2011. One half of the total tuition bill must be paid by November 30, 2011.
- Letters shall be sent to parents with past due tuition.
- Personal contact by the principal shall be made to parents of past due accounts.
- All contracted tuition must be paid by April 15th of the current school year. Failure to do so may result in your child/children not being allowed to enter school for the following school year.

If requesting financial assistance you can apply on-line through TADS at www.tuitionaid.com. Program Name: St. Wenceslaus School, Program ID: SP234150000. Forms are also available in the school office or by confidential request directly from the principal. Application deadline is May 1, 2011. St. Wenceslaus School will notify you of your application status. Early application is encouraged.

ST. WENCESLAUS SCHOOL
REGISTRATION - TUITION CONTRACT
2011/2012



Family Name: _____
Last - Please Print Phone

This form is used to register your child(ren) to attend St. Wenceslaus School during the 2011 – 2012 school year. **To complete your registration, a \$50 non-refundable fee per child must be attached to this form. This money does not apply to your 2011-2012 tuition.**

Our Family is an active member and registered at: _____
(Please list your home parish or church)

Registrations will be taken in the following order:

1. February 14th – March 4th will be reserved for children/families who are currently enrolled at St. Wenceslaus School K – 8 programs and are in good financial standing with the school.
2. Families already enrolled in the Little Spirit Preschool Program
3. Parishioners of St. Wenceslaus Parish
4. March 4th – 11th is reserved for new families. (To be eligible for parishioner tuition rates, registration and active participation with the Parish of St. Wenceslaus must be completed by July 1st of the upcoming school year.

Classes will be filled according to the Admission Policy. Registrations may be mailed or turned in to the school office. Please be sure to have your registration in the school office by the registration deadline of March 11th.

2011/2012 ST. WENCESLAUS SCHOOL TUITION

St. Wenceslaus Parishioner K - 8	Full-time	\$3,495.00
Non-Parishioner K - 8	Full-time	\$4,465.00
M, W, F Kindergartener		\$2,495.00
M, W, F Kind. - Non Parishioner		\$3,465.00
Korean Exchange Students Includes all Fundraising Oblig., Registration Fee & Admin. Expenses		\$5,200.00
4/5 Year Old Pre-K (3 Day Program) Mon. & Fri. (8:00 - 11:00) & Wed.(9:00 - 11:00)	AM	\$1,375.00
4/5 Year Old Pre-K (3 Day Program) Mon. & Fri. (9:00 - 12:00) & Wed.(10:00 - 12:00)	AM	\$1,375.00
3/4 Year Old (2 Day Program) 9:00 - 11:00 (Tues. & Thurs.)	AM	\$925.00



Please fill out the registration information. If your child will be in the M, W, F Kindergarten, 3/4 Pre-School or 4/5 Pre-K 8AM or ******(4/5 Pre-K 9AM - depending on numbers), please indicate that by placing and "X" in that column. In the Tuition Amount column please indicate the amount of tuition due for each child according to the 2011/2012 school tuition table.

	Father	Mother (Maiden Name)
Name		
Address		
City, State, Zip		
Home Phone		
Cell Phone		
E-mail Address		
Marital Status		
Religion		
Parish		
Occupation/Company		
Business Address		
Business Phone		

Child's Name	Male/ Female	DOB	Grade in 2011/12	Kind. M, W, F	4/5 Pre-K 8 AM	** 4/5 Pre-K 9 AM	3/4 Yr. Old	Tuition Amount
								\$
								\$
								\$
								\$
								\$
								\$
TOTAL TUITION AMOUNT:								\$

Registration - Tuition Contract must be signed and returned to the school office to complete and finalize your enrollment.

This Registration – Tuition Contract is due no later then March 11, 2011. There will be an additional \$50 per student fee (not deductible from tuition) charged to any family who is currently enrolled at St. Wenceslaus School after the March 11th deadline.

Payments begin in July 2011. One half of the total tuition bill must be paid by November 30, 2011 to avoid a 5% interest on your account.

All Tuition/fundraising is payable in full no later than April 15, 2012. After this date all unpaid amounts will be considered delinquent and an interest of 5% will be charged to you account.

By signing below I agree to make tuition/fundraising payments for the 2011 – 2012 school year and follow the fundraising requirements with all tuition/fundraising paid in full by April 15th, 2012.

Signature

Date