



St. Charles Borromeo Catholic School

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260-484-3392

Pre-Kindergarten 4-Year-Old Program St. Charles for next year 2018-2019!

January 18, 2018

Dear Parent(s),

On behalf of our Pastor, Fr. Tom Shoemaker, and our entire faculty and staff, I write to share that our St. Charles Borromeo School will be opening a morning and afternoon Pre-Kindergarten classroom for 4-year-old students for the 2018-19 school year. Our Parish records indicate that you have a child who is of eligible age for our program (4 years old by August 1st), and I wanted to provide to you information about our program.

I wish to invite you to our Pre-Kindergarten registration day on Tuesday, February 6th, in the afternoon from 1:15-2:30 p.m. in Rooms C & D of the Hession Center, or you may attend the evening session from 6:00-7:00 p.m. in the Art Room. All parents are asked to park in the rear of the school and enter through door # 3.

As a school, we are committed to establishing a Pre-K 4-year-old program for the upcoming school year, and we would like to at least get our foot in the door pending future program expansions (PK 3-year-old), and building renovations and/or new construction. For this coming school year 2018-2019, we will be offering a section of five-day Pre-Kindergarten classes for 4-year-old students. This will be a half-day program. We will open one classroom of 15-18 morning students, and follow with an afternoon section of the same. Each class will be lead by a certified lead teacher and the assistance of an instructional aide each day.

Our morning program will run from 7:50 a.m. - 11:00 a.m. and our afternoon program will run from 11:50 a.m. - 3:00 p.m. If you have need, for an additional fee, we will offer our Beforecare service to those students in the morning Pre-K 4 program & our Aftercare service to those students in the afternoon Pre-K 4 program.

We do understand that some of our families desire a full-day Pre-K program. If, after the initial registration period (Feb. 6th - Feb. 16th), we have open spots in either session, we will allow those parents who desire it, to enroll in both the morning and afternoon sessions. We will communicate this availability on February 17th.

Initial tuition costs are projected to be \$1,700 (\$142 per month over 12 months) per half-day program plus a one-time \$40 registration fee.

Our February registration for our Pre-K 4 Program is early enough to ensure that parish families of St. Charles Borromeo have a first opportunity to register their children for pre-kindergarten. Please bring to registration:

1. A copy of your child's Social Security card, birth certificate and baptismal certificate.
2. We will also need a copy of your child's immunization record.
3. The registration fee is \$40.00 and is nonrefundable.

This is a very exciting time for our parents and young people. We want to ensure your child's school experience is a faith-filled, engaging, and supportive experience. I thank you for your time, and I look forward to seeing you at registration. If there are any questions or concerns, please do not hesitate to call me.

Sincerely,

Robert R. Sordelet, Principal

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Order of registration priority will follow the established admissions guidelines as listed below:

TUITION POLICY - SCP1008

Families whose children attend St. Charles School are required to pay school tuition. The Parish Finance Committee, after consultation with the School Board, determines the school tuition for each school year. The school principal, in consultation with the School Board, determines the book fees.

ADMISSIONS - SCP1023

St. Charles School shall follow and promote an open enrollment policy, accepting students according to Diocesan Policy (4010) and Parish guidelines. (Before acceptance all registration requirements and deadlines must be met.)

SPC1023 - Admissions Procedures

Per Diocesan Policy 4010, all students new to St. Charles Borromeo School must be administered a placement test before beginning school. Diocesan policy allows the use of ISTEP+ test results and various standardized and local assessments to fulfill the placement testing requirements.

Classification A: Families who are registered and actively involved at St. Charles parish who presently have their baptized Catholic children attending St. Charles School.

Classification B: Families who are registered and actively involved at St. Charles parish in order of parish registration date, who do not currently have children enrolled at St. Charles School. Parents from St. Charles parish would have priority for admittance to St. Charles depending upon their date of parish registration and their active and/or contributing support of their parish church.

Every registered family has a moral obligation to support their parish through the weekly offertory envelopes by donating to the Sunday collection as much as they can afford to cover the actual cost of educating a child. Tuition for St. Charles does not cover the full cost, the balance is subsidized by the parishes of St. Charles. In addition, regular Sunday church attendance is required. Families must not only be registered in their parish, but be active members as well as participating in some of the programs of parish life.

Classification C: If room permits, students whose parents are actively involved in other parishes may be admitted after March 1 st . If a family is utilizing an Indiana Choice Scholarship (voucher), the student will be enrolled on the day of the annual voucher lottery if room permits. In the event of a voucher lottery, if there are more students applying than there are available enrollment spaces, then applying students must be enrolled in the order in which they are chosen in the lottery. This is a first-come first-serve system as required by State law.

Classification D: If room permits, non-Catholic students may be admitted after March 1 st . If a family is utilizing an Indiana Choice Scholarship (voucher), the student will be enrolled on the day of the annual voucher lottery if room permits. In the event of a voucher lottery, if there are more students applying than there are available enrollment spaces, then applying students must be enrolled in the order in which they are chosen in the lottery. This is a first-come first-serve system as required by State law.

Character references from a minister or a school administrator may be required. If a student in this category is accepted into St. Charles, he/she may continue through graduation. Siblings, however, will be placed in Classification C.

Waiting Lists: In the event that there is a waiting list for any grade, the following criteria will determine your placement on the list:

A. Criteria are the same as the Admissions Guidelines.

1. Regular attendance at Mass.
2. Active participation in the parish.
3. Dedication to Catholic education.
4. Consistent financial support of the parish.

B. When a family is offered an opening for a student and refuses, that student moves to the bottom of the list regardless of whether or not they have siblings.

Registration requirements are:

A. Incoming students' records must be obtained before grade placement is finalized.

B. Parents must complete and provide the registration form, immunization form, birth and baptismal certificate, payment of registration fee, & copy of current report card for grades K-8.