



INCARNATION CATHOLIC SCHOOL
2013 National Blue Ribbon School of Excellence



45 Williamsburg Lane
Centerville, OH
45459

937-433-1051
Fax 937-433-9796

Dear Prospective Parents and Students:

The Incarnation Parish Community is proud of the reputation of our school in faith formation and academic excellence. Information is enclosed to help acquaint you with our award-winning program. We appreciate your interest in our school and will process your admission application as quickly as possible.

The items listed below must be submitted before your Admission Application can be processed. Copies will be made of original documents at the time of registration.

- Application for Admission
- Birth Certificate (issued by County – not hospital certificate)
- Social Security Card
- Baptismal Certificate
- Reconciliation Certificate (if applicable)
- First Communion Certificate (if applicable)
- Registration Fee (\$200 per family - non-refundable)
- Request for Information for Students Applying for Admission
(Grades 1-8 only – Complete only the Parent/Guardian Section)
- Members of St. Augustine, St. Francis of Assisi, St. Ignatius or St. Mary Parish must provide a letter from their home parish confirming current parishioner status to receive admission priority or special tuition discount.

The enclosed School Health Exam form must be completed, signed by a doctor, and returned to the school office by June 1, whenever possible. To be in compliance with Ohio law, all completed and signed health forms must be on file in the school clinic by September 1 for students to attend school. Registration forms for our Morning and After Care programs will be available in May.

While it is our goal to accommodate all interested families, please be aware that registration does not guarantee entry into Incarnation School's program. Please see the enclosed *Admission Policies and Procedures* for details regarding admission. You will receive written notification of your child's enrollment status as soon as possible.

Thank you again for your interest in Incarnation School.

Yours in Christ,


Cheryl C. Reichel, Ph.D.
Principal

APPLICATION FOR ADMISSION 2017-2018

INCARNATION CATHOLIC SCHOOL
45 Williamsburg Lane, Centerville, OH 45459



Please complete ALL sections on BOTH sides of this form and submit required documents with application form. (Medical forms due June 1.)

APPLYING FOR GRADE _____  PRESCHOOL 4's or EARLY FIVES session preference: (circle one) HALF DAY OR FULL DAY (P4 or E5 + Extended Day)

CHILD'S FULL NAME _____ DATE OF BIRTH _____
(Last) (First) (Middle) (Preferred First Name) (Month / Day / Year)

CHILD'S SOCIAL SECURITY # _____ PLACE OF BIRTH _____ GENDER¹: M F

ADDRESS _____ CITY/STATE _____ ZIP _____

TELEPHONE _____ PUBLIC SCHOOL DISTRICT OF RESIDENCE¹ _____

FAMILY EMAIL ADDRESS (Required for school communication): _____

PRESCHOOL ATTENDED _____ CHILD'S RELIGION _____

SCHOOL TRANSFERRING FROM (Grades 1-8) _____

REASON FOR TRANSFER (Grades 1-8) _____

ETHNICITY¹: (Please circle) White Black Hispanic Asian Native American / Alaskan Native Hawaiian/Pacific Islander Multi-Racial

SPECIAL NEEDS Circle all that apply: LD ADD Speech/Language Physical Other (Explain: _____)

Current IEP/ISP? No Yes (If yes, copy of current IEP/ISP and ETR required with Application. See Admission Policy Guidelines #7.)

SACRAMENTS: DATE RECEIVED CHURCH NAME AND ADDRESS (Certificates Required with Admission Application.)

BAPTISM _____

RECONCILIATION _____

FIRST COMMUNION _____

CONFIRMATION _____

PERMISSION FOR STUDENT PHOTO & PUBLICATION PARTICIPATION: I GIVE I DO NOT GIVE Incarnation School permission to take my child's picture. I understand that it may appear in school sanctioned / sponsored publications such as advertising brochures, school newsletters, public print (including newspapers), video tape, and the school web site.

¹Required for State Reporting Purposes

FATHER'S INFORMATION: NAME _____

MARITAL STATUS _____ RELIGION _____ HOME PARISH** or CHURCH _____

OCCUPATION _____ COMPANY NAME _____ CELL PHONE _____

MOTHER'S INFORMATION: NAME _____ MAIDEN NAME _____

MARITAL STATUS _____ RELIGION _____ HOME PARISH** or CHURCH _____

OCCUPATION _____ COMPANY NAME _____ CELL PHONE _____

***Members of St. Augustine, St. Francis of Assisi, St. Ignatius, or St. Mary Parish must provide a letter from their home parish confirming current parishioner status to receive admission priority or special tuition discount.*

PROOF OF CUSTODY: For all two-household families (divorced, separated, or single parents) and guardianship situations, Incarnation School requires a copy of the most current CUSTODY AGREEMENT/ORDER to be kept in the student's confidential file. Due at the time of application for admission, this paperwork is required to confirm the enrolling adult's legal right to enroll the student in school. Custody information portion only is required; NO visitation schedules or financial information is requested. Enrollment cannot be completed without proof of custody. Please also complete the appropriate contact information below:

2nd HOUSEHOLD PARENT NAME _____ HOME PHONE _____

ADDRESS _____

Street Address

City

State

Zip

OR:

GUARDIAN NAME _____ RELATIONSHIP _____

NAMES AND GRADE LEVELS OF SIBLINGS CURRENTLY ATTENDING INCARNATION _____

INCARNATION SCHOOL ALUMNI: NAME(S) & YEAR(S) GRADUATED _____

WHERE DID YOU LEARN ABOUT INCARNATION SCHOOL? PARISH BULLETIN FRIENDS FAMILY SCHOOL MAILING WEBSITE OTHER _____

SPECIAL NOTES: _____

FOR SCHOOL USE ONLY: PARISH REGISTRATION DATE _____ PARISH # _____

ADMISSION APPLICATION DATE _____ BIRTH CERTIFICATE _____ SOCIAL SECURITY CARD _____

REGISTRATION FEE: Check # _____ SACRAMENT CERT _____ RECORDS REQUEST FORM (1-8) _____

INCARNATION CATHOLIC SCHOOL

45 Williamsburg Lane
Centerville, Ohio 45459
(937) 433-1051 Fax (937) 433-9796

Request for Information for Students Applying for Admission to Grades 1-8

Parents: Please complete only the boxed portion of this form and return it to Incarnation School with your Admission Application.

Student's Full Name _____	Birthdate _____
(Last) (First) (Middle)	
School Transferring From _____	Current Grade _____
School Address _____	
City, State, Zip _____	
I give my permission for this form to be completed and returned to Incarnation School with copies of specific records listed below. This is not a request for Transfer of Records.	
Parent/Guardian Signature: _____	Date: _____
Parent/Guardian Name (please print) _____	

In order to assist our teachers with placement and give incoming students the best chance for academic success, we ask that this form be completed fully by the student's teacher or school official.

Please attach a copy of the following:

- *Standardized Testing Scores*
- *Permanent Record Card showing year average grades for all years*
- *Most recent Grade Card*
- *Individualized Educational Plan (IEP) or Individualized Service Plan (ISP) and Evaluation Team Report (ETR)*
- *504 Accommodation Plan*

Currently working:	Reading	Science	Math
ABOVE grade level			
ON grade level			
BELOW grade level			
Current Placement:			
Recommended Placement:			
Textbook Series:			

PLEASE COMPLETE REVERSE SIDE

Diagnosed Disabilities and Special Services:

- Learning (*specify*) _____
- Speech / Language (*specify*) _____
- Behavioral (*specify*) _____
- Gifted Program (*specify*) _____
- Remedial Math
- Remedial Reading
- Resource Room
- Physical Therapy
- Occupational Therapy
- Outside Tutoring
- Counseling
- ADHD
- Other (Please Specify) _____

Additional Comments: _____

This completed form and the requested documents are required as part of our registration and acceptance process. Thank you for your assistance and prompt attention to this request.

THIS IS NOT A REQUEST FOR TRANSFER OF RECORDS. An official Transfer Request will be sent after acceptance. Thank you for your assistance!

Person completing report: _____
Signature Date

Name (Print) Title

Please send this completed form with attachments to: Mrs. Kim Shields, Registrar
Incarnation Catholic School
45 Williamsburg Lane
Centerville, OH 45459

kim.shields@incarnation-school.com



**FOREIGN LANGUAGE AND MUSIC PREFERENCES
FOR NEW STUDENTS – GRADES 4-8 ONLY
2017-2018**

Please circle the appropriate choice(s) below for your incoming student and return the completed form with your Admission Application or mail to the address below. Placement is subject to availability at the time we receive your preference form. Consideration will also be given to previous study of foreign language and/or musical instruments. Students choosing Band or Orchestra will be contacted by the appropriate teacher.

Student Name: _____ Grade in 2017-2018: _____

Please list any previous foreign language study or musical instruction: _____

For Students entering Grade 4:

Choose one: General Music Orchestra

For Students entering Grades 5:

Choose one: General Music Orchestra Band

For Students entering Grade 6:

Choose one: General Music Orchestra Band
AND
Choose one: French Spanish German

For Students entering Grade 7:

Choose one: General Music Orchestra Band
AND
Choose one: French Spanish German

For Students entering Grade 8*:

Choose one: French Spanish German

*Eighth grade students without sufficient foreign language background may be placed in a seventh grade foreign language class. Placement will be confirmed at orientation.

Please return completed form to:

Mrs. Kim Shields, Registrar
Incarnation Catholic School
45 Williamsburg Lane
Centerville, OH 45459

OFFICE USE ONLY Date Received:

SCHOOL HEALTH EXAMINATION RECORD

Child's Full Name _____ School: Incarnation
Last First Middle

Male _____ Female _____ Birthdate _____ Date Form Completed _____
Month Day Year

SCREENING TESTS			
	Right	Left	Referred for further testing
Hearing			
Vision			
	Date	Type	Result
Tuberculin			

IMMUNIZATIONS					
	Date	Date	Date	Date	Date
DPT or DTaP					
Td					
Polio OPV / IPV					
MMR					
Hepatitis B					
Varicella					
HIB					
Hepatitis A					
Pneumococcal					
Influenza					
Menactra					
Other					

PHYSICAL ASSESSMENT

Check one:

_____ Entirely within normal limits

_____ Abnormalities as follows:

Is there any reason why the student cannot carry out a full program of school work?

Yes _____ No _____

Signature of Examining Physician

Date: _____

PLEASE COMPLETE OTHER SIDE

TO BE COMPLETED BY PARENT OR GUARDIAN

Father's Name _____

His address _____

Work phone _____ Home phone _____

Mother's Name _____

Her address _____

Work phone _____ Home phone _____

With whom does child live? Name _____ Relationship _____

Was this child born: full term _____ early _____ late _____

Did this child have any sickness or problems while in the nursery: yes _____ no _____ If yes, explain briefly _____

ALLERGIES – Please list any allergies and what reaction your child has previously had to that allergen.

Medicines/drugs _____

Foods/plants/animals/other _____

INJURIES and ILLNESSES – Please list any severe injuries or illnesses:

Injury / Illness	Age of Child	If Hospitalized (Year)
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDITIONAL INFORMATION:

What medications are given daily? _____

Do you have any concerns about how your child gets along with other children? _____

Do you have other comments or concerns about your child's health, development, behavior, family or home life that you would like the school to be aware of? _____

Completed by: _____

Relationship to child: _____



INCARNATION CATHOLIC SCHOOL

Embracing the Catholic Traditions

VISION – MISSION – BELIEFS*

*This is what God asks of you, only this:
To act justly, to love tenderly, and to walk humbly with your God.
Micah 6:8*

INTRODUCTION

The prophet Micah reminds us that we have been greatly blessed by a generous and loving God, a God who has gifted our school community with the talent to work together to develop a framework for Incarnation Catholic School's approach to our future and that of our Church. In return, our God asks us "to act justly, to love tenderly, and to walk humbly" with Him on our faith journey. As members of a strong Christian community, confident in our relationship with God and one another, we are able to rise to this challenge and become beacons of light for the world community. The following Vision, Mission, and Belief Statements of Incarnation Catholic School reflect our commitment to live up to these expectations, so simply stated by Micah many years ago.

VISION STATEMENT

Incarnation Catholic School will be a nationally recognized model program in faith formation and high academic standards and achievement for our children.

MISSION STATEMENT

Incarnation Catholic School provides a spiritually and academically rich environment in which all are encouraged to grow in faith as they follow in the footsteps of Jesus.

BELIEF STATEMENTS

We believe that the community of Incarnation Catholic School . . .

1. . . . exists as a nurturing, safe, learning environment, which is immersed in Catholic traditions, and where each child may grow closer to Jesus through living the Gospel values.
2. . . . maintains high academic expectations to prepare students to become productive and resourceful citizens who use their talents to better not only themselves, but also the global society.
3. . . . cooperates with families by extending and promoting opportunities for parental involvement in the religious and academic education of their children.
4. . . . encourages and models exemplary standards of conduct that reflect the moral values and teachings of our Catholic faith.
5. . . . fosters Catholic Christian ideals, and that the teachers and staff will be given the opportunity to fulfill these ideals through spiritual experiences, professional development, and community service.
6. . . . nurtures a culture where the parish and school communities will consciously work together to become contributing members of a global society through service and mission experiences.
7. . . . prepares students for academic and ethical responsibilities in the use of technology which will contribute to the improvement of the spirituality, health, and welfare of humanity.
8. . . . inspires students to take responsibility for their academics and behavior as they are encouraged to achieve their greatest potential.

**Reviewed and supported by the Incarnation Education Commission and Parish Council.*

INCARNATION PARISH SCHOOL CALENDAR 2017-2018

"A 2013 National School of Excellence and a National Blue Ribbon School of Excellence"

REVIEWED BY THE INCARNATION EDUCATION COMMISSION

8/10	Thursday	Faculty/Staff Department Meetings / Technology Training (8:00-3:30)
8/11	Friday	Faculty Professional Development (8:00-3:30)
8/13	Sunday	New Student Orientation (11:00-12:00)
		Open House / Meet the Teachers / Grade Level Presentations (12:00-2:30)
8/14	Monday	Faculty/Staff Department Meetings (8:00-3:30)
8/15	Tuesday	Faculty/Staff Department Meetings (8:00-3:30)
8/16	Wednesday	<i>FIRST DAY OF SCHOOL - 8:30-3:15 - A great new year - how exciting!</i>
9/4	Monday	NO SCHOOL Labor Day
10/13	Friday	<i>Last day of first quarter (42 student days)</i>
10/19	Thursday	1:40 EARLY DISMISSAL, Faculty Professional Development
10/20	Friday	NO SCHOOL Faculty Professional Development
10/23	Monday	<i>Report Cards sent home</i>
11/1	Wednesday	1:40 EARLY DISMISSAL, Conferences 2:00-7:30
11/2	Thursday	1:40 EARLY DISMISSAL, Conferences 2:00-7:30
11/3	Friday	NO SCHOOL Conferences/Professional Inservice Day
11/22-11/24	W/T/F	NO SCHOOL Thanksgiving Holiday
11/27	Monday	Classes resume
12/20-1/2		NO SCHOOL Christmas Celebration and Holiday!
1/3/18	Wednesday	Classes Resume - Welcome 2018!
1/5	Friday	<i>Last day of 2nd quarter (46 student days).</i>
1/12	Friday	<i>Report Cards sent home</i>
1/15	Monday	NO SCHOOL Martin Luther King, Jr. Holiday
1/29-2/3		CATHOLIC SCHOOLS WEEK!
2/1	Thursday	Conferences 3:45-6:45
2/14	Wednesday	School attends Ash Wednesday Mass - The Lenten Season begins! (School does not attend Mass Friday.)
2/16	Friday	NO SCHOOL Professional Inservice Day/Conference Day
2/19	Monday	NO SCHOOL Presidents' Day
2/25	Sunday	OPEN HOUSE/LEARNING FAIR and 2018-2019 NEW STUDENT REGISTRATION
3/9	Friday	1:40 EARLY DISMISSAL, PROFESSIONAL INSERVICE <i>Last day of 3rd quarter (43 student days).</i>
3/1 - 3/23		ITBS Standardized Testing, Grades 2-7 <i>Specific dates and times will be sent home.</i>
3/16	Friday	<i>Report Cards sent home</i>
3/25	Sunday	<i>Palm Sunday</i>
3/30-4/6		NO SCHOOL Holy Week & Easter Celebration and Holiday! Easter Sunday is 4/1.
4/9	Monday	Classes Resume
5/21	Monday	Eighth Grade Awards (morning) and Graduation (evening)
5/25	Friday	<i>LAST DAY OF SCHOOL Report Cards sent home (49 student days).</i>
5/26	Saturday	Teacher Records Day (9:00-1:00)

Instructional Days:	180 (Two of these are Conference Days: 11/3 and 2/16)
Teacher Inservice/Records Days	188 (includes two Open House events)
School day begins:	8:30; Children may arrive at 8:10
PM half-day Early Fives & Preschool 4's:	School day begins at 12:25
School day ends:	3:25; Busses and cars begin to leave at 3:15
AM half-day Early 5's & Preschool 4's:	School day ends at 11:15
Early dismissal days:	1:40; BUSES LEAVE AT 1:40

NOTE: STUDENTS MAY ENTER SCHOOL AT 8:10. Before 8:10, students will be in the care of Incarnation's Morning Care Program for a fee. For the children's safety, students dropped off at the front of school before 8:10 a.m. will be sent to Morning Care, located in the cafeteria, and parents will be charged a fee for the Morning Care Program.

CALAMITY DAYS: The Ohio Revised Code as well as Archdiocesan policy requires schools to designate possible make-up dates for emergency days off that are not approved "calamity days" by the State of Ohio. The following are potential make-up days: Friday 11/3/17, Monday 1/15/18, Friday 2/17/17, Monday 2/19/18, 5/29/18 through Friday 6/1/18. The Pastor and the Principal will announce which, if any, of these dates may be used as make-up days.

**INCARNATION CATHOLIC SCHOOL
ADMISSION POLICY AND PROCEDURES
2017-2018**

As a parish school, Incarnation must give priority to children of Incarnation Parishioners, using the priorities detailed below and presupposing available space. Students currently enrolled in the school will be admitted before any new admissions, provided they are officially registered during the re-enrollment period. While it is our goal to accommodate all interested families, please be aware that registration does not guarantee entry into Incarnation School's program. New students registered and not admitted due to lack of space are placed on a wait list. Please review the *Admission Policy Guidelines* on the back of this page for more detailed information.

The Incarnation School admission process begins with submission of the following: Application for Admission form; Request for Information form (for students applying for grades 1-8); original County birth certificate; Social Security Card (for verification purposes); copies of Baptismal, Reconciliation, and First Communion certificates (when applicable); and payment of the registration fee. All students applying for Preschool 4's, Early Fives, Kindergarten or Grade 1 will be tested for placement purposes before admission approval. Students in other grade levels are tested for placement purposes at the discretion of the appropriate teachers and/or administration. All applications are reviewed by the Principal for final approval. All accepted students are admitted in accordance with this Admission Policy. Official acceptance letters and related documents are mailed upon admission approval.

ENROLLMENT PRIORITIES FOR NEW STUDENTS

First Priority Enrollment

Siblings of students currently enrolled in the school will have first priority – admitted in order by parents' parish or school registration date, whichever is earlier. **To be considered First Priority entering First Grade, siblings must have been registered for the Incarnation School Kindergarten Program.** See Section 6 below for financial assistance information.

Second Priority Enrollment

New students whose Catholic parents are parishioners of Incarnation Parish* will have second priority – admitted in order by parents' parish registration date or school registration date, whichever is earlier. See Section 6 below for financial assistance information.

Third Priority Enrollment

New students whose parents are members of another local Catholic parish that does not have a school will have third priority (St. Augustine, St. Francis of Assisi, St. Ignatius, St. Mary) – admitted in order by school registration date. A letter from the home parish is required confirming the parents are registered parishioners in good standing. Financial assistance is not available from Incarnation Parish, but a special tuition rate applies. Financial assistance may be available from home parishes.

Fourth Priority Enrollment

New students who are not Catholic parishioners will have fourth priority – admitted in order by school registration date. While space may be limited, we welcome families from outside the Incarnation Parish community. Financial assistance is not available to non-parishioners.

Session Placement Policy for Preschool 4's (P4) and Early Fives (E5) Students

Enrollment priority will follow the guidelines above. Half day P4 and E5 students are assigned to AM or PM session based on available space, admission priority, age range considerations and extended day enrollment.

* See section 5 of *Admission Policy Guidelines* for definition of "parishioner".

ADMISSION POLICY GUIDELINES

1. NOTICE OF NONDISCRIMINATION POLICY

We accept all students regardless of race, religion, sex, ancestry or national origin (Archdiocesan Admission Policies, 502.02). Notwithstanding our open admission policy, it must be noted that the purpose of this parish school is to provide the opportunity to attend a Catholic school to Catholic children whose parents are parishioners of Incarnation Parish as defined in section 5 below. Specific priorities and guidelines help to provide a fair acceptance. All families will be subject to an orientation process before final acceptance into the Incarnation School program.

2. PRIORITIES

In the event that all children registered within a given priority cannot be accepted due to class size limits, a wait list will be formed and the order of admission within each priority will be:

- ❖ Students registered during the previous year but not admitted due to lack of space or professional recommendations. *Families must re-register before the end of our open registration period.*
- ❖ Students registered during open registration. Families vying for the same placement will be admitted in order by their parish or school registration date, whichever is earlier.
- ❖ Students registered after open registration are admitted in order by school registration date until classes are filled.

3. WAIT LIST

A wait list for each grade level will be maintained for those children registered but not admitted due to space limitations. Students on the wait list must *re-register* for the next school year if they are not called during the wait list period of one year. A student will be dropped from the wait list and lose his or her priority if:

- ❖ An opportunity for enrollment is refused, or
- ❖ Families do not re-register before the end of our open registration period. (Dates are posted in the Church bulletin and online each year.)

4. KINDERGARTEN, EARLY FIVES, and PRESCHOOL 4's PROGRAMS

Incarnation School's Kindergarten program prepares students for our first grade program, and as such it is preferred that students attend Incarnation's Kindergarten. Children admitted into the Incarnation School Kindergarten or Early Fives program must be 5 years of age on or before September 30 for Kindergarten and October 31 for Early Fives. Children admitted into the Preschool 4's program must be 4 years of age on or before September 30. Admission for these programs is determined on an individual basis. All Preschool 4's, Early Fives, and Kindergarten students are tested for placement purposes prior to admission approval. Current Preschool 4's and Early Fives students are re-evaluated for admittance into Incarnation School's Kindergarten program.

5. PARISH MEMBERS

To be considered a parishioner of Incarnation Parish, Catholics must register with the Incarnation Parish Office and must not be registered members of another Catholic parish. In order to receive the most benefit from parish membership, Catholics should participate in our weekly Mass celebration, provide talents that enhance the loving community of our church, and we ask that they contribute at least \$600 annually or \$50 per month as an average. When space is available, we welcome families from outside the Incarnation Parish community.

6. TUITION PAYMENTS / FINANCIAL ASSISTANCE

Timely tuition payments and support of the school community are expectations for continued enrollment at Incarnation School. Tuition is paid through the FACTS payment program. All families must have an active FACTS tuition payment account by July 1 of each year, or within two weeks of acceptance if registering after July 1, to be considered registered for Incarnation School. Families have the option to pay in full by June 30 or participate in the ten-month payment program. A limited financial assistance fund is provided through the generosity of Incarnation Parish. Families who have been registered active parishioners of Incarnation Parish for at least one year are eligible to apply for financial assistance. All applications for assistance must be completed online through the FACTS payment program. Our Pastor, Fr. Stretch, will make final determination of tuition aid.

7. SPECIAL NEEDS STUDENTS

Incarnation School, through state funding, offers the following programs for students with special needs: School Counselor, Intervention Specialists, Speech/Language Pathologist, Reading Specialists, School Psychologist provided by the Centerville City Schools District, and School Nurse. While the goal at Incarnation School is to provide the best Catholic education for all of our students, restrictions may arise due to federal and state regulations as well as limited funding and personnel. If your child has a special need or has been placed on an IEP/ISP (Individualized Education/Service Program), any special needs must be indicated on the Admission Application and a copy of your child's IEP/ISP and ETR (Evaluation Team Report) must also be submitted at registration to determine if Incarnation School can provide the least restrictive environment for your child and for auxiliary service planning purposes.

FINAL DECISIONS FOR STUDENT ADMISSION WILL BE MADE BY THE PRINCIPAL.

**INCARNATION CATHOLIC SCHOOL
2017-2018 TUITION and FEE SCHEDULE
Preschool 4's through Grade 8**

PENDING FINAL APPROVAL FROM INCARNATION FINANCE COMMITTEE

TUITION

Parishioner Tuition Rates¹

One child - \$3,940 Two children - \$7,175 Three children - \$9,725
Four children - \$10,350 Five or more – Add \$200 per child to four-child rate

Special Tuition Rates for Catholic Parishes Without Schools²

*For members of St. Augustine, St. Francis of Assisi, St. Ignatius or St. Mary Parish
Letter from home parish confirming parishioner status required.*

One child - \$4,240 Two children - \$7,475 Three children - \$10,025
Each additional child – add \$625 to three-child rate

Non-Parishioner Rates³

Per child - \$5,500

Non-Immigrant Foreign (F-1) Student Rate⁴

Per child - \$7,000

FEES

	<u>Technology Fees⁵</u>	<u>Activity Fees⁶</u>	<u>Total Fees</u>
Grades P4 – K	\$100 per student	\$90 per student	\$190 per student
Grades 1 – 4	\$150 per student	\$120 per student	\$270 per student
Grades 5 – 8	\$200 per student	\$130 per student	\$330 per student
Kindergarten Fee			\$750 per student
Extended Day / Enrichment Fee			
Preschool 4's and Early Fives full day option (8:30am-3:15pm):			\$2,000 per student

¹⁻⁶See corresponding numbers on the reverse of this sheet for more information.

MORNING CARE and AFTER SCHOOL CARE

To better serve our families, Incarnation offers a safe, nurturing environment for both before and after school care. Registration and fees for Morning Care and After School Care are separate from tuition. Information is provided in the admission packet and is available outside the school office. Registration for these programs begins in May for the following school year.

2017-18 TUITION and FEE INFORMATION

Incarnation Parish is dedicated to provide a quality Catholic education to families at a fair and equitable tuition rate. Under the guidance of our pastor, Fr. Mierenfeld, the Incarnation Finance Committee works very hard to keep the tuition as low as possible for families. Teachers and administrators are vigilant about all expenses, and annually receive grants that bring additional money and innovative curricular programs to the school community. The Parish supports the school by providing funding from the weekly collections that keeps the tuition rate as low as possible.

1. **Parishioner Tuition Rates**

The parishioner tuition rates are based on the total instructional and operational costs for the school with the expectation of active participation of the parish families. To be considered a parishioner of Incarnation Parish, Catholics must register with the Incarnation Parish Office and must not be registered members of another local Catholic parish. In order to receive the most benefit from parish membership, Catholics should participate in our weekly Mass celebration, provide talents that enhance the loving community of our church, and we ask that they contribute at least \$600 annually or \$50 per month as an average. When space is available, we welcome families from outside the Incarnation Parish community.

2. **Special Tuition Rates - Catholic Parishes Without Schools**

Through an agreement between Incarnation Parish and certain other Catholic parishes **without schools** (St. Augustine, St. Francis of Assisi, St. Ignatius and St. Mary), a special rate is available to registered members of those parishes. To be eligible for this discount, families must provide a letter from their home parish annually confirming their status as parishioners in good standing. Letters must be submitted to the school office at registration for new families, or by May 1st each year for current families.

3. **Non-Parishioner Tuition Rates**

When space is available, we welcome families from outside the Incarnation Parish community. Families whose status does not match those listed in #1 or #2 above are considered "non-parishioner". No multi-student discount is available for non-parishioner families.

4. **Non-Immigrant Foreign (F-1) Student Rates**

The foreign non-immigrant student tuition rate includes an assessment used to cover funding lost from the State of Ohio and expenses of preparation of SEVIS documentation. No multi-student discount is available for foreign students.

5. **Technology Fees**

A per student **Technology Fee** is added to the tuition total and included in your FACTS statement. The technology fee is billed as a separate amount because this money is specifically dedicated for technology. While this fee certainly does not cover all technology expenses, it does provide Incarnation School with the resources to maintain and upgrade the school's technology. The fee includes technology expenses specific to our one-to-one student technology access.

6. **Activity Fees**

The **Activity Fee** covers all field trips, homeroom fees, workbooks, and special programs and projects. Activity fees are billed with your tuition and included in your FACTS statement.

Tuition Payment Options

Timely tuition payments and support of the school community are expectations for continued enrollment at Incarnation School. Tuition and fees are paid through the FACTS Tuition Management program. All families must have an active FACTS tuition payment account by July 1 of each year, or within two weeks of acceptance if registering after July 1, to be considered registered for Incarnation School. Families have the option to pay in full by June 30 or participate in the ten-month payment program.

Financial Aid

A limited financial assistance fund is provided through the generosity of Incarnation Parish. Families who have been registered active parishioners of Incarnation Parish for at least one year are eligible to apply for financial assistance. All applications for assistance must be completed online through the FACTS payment program. Our Pastor, Fr. Stretch, will make final determination of tuition aid.

Early Withdrawal / Late Admission

Families withdrawing from school before December 31st will be reimbursed a quarterly prorated amount. Reimbursements will not be remitted after December 31st of the current school year. Final assessment may be billed based on the date of student withdrawal. All assessments are due before school records will be forwarded. Tuition for students admitted during the school year will be charged on a quarterly basis.

INCARNATION CATHOLIC SCHOOL
Before and After School Programs
2017-18

To better serve our school families, Incarnation offers programs for both before and after school care. Families may pay a single registration fee for both programs; however, they are priced and billed separately. Please see below for details of each program. Fee schedule and Registration Form are attached. Thank you for considering this option for your family!

Morning Care Program (before school)

7:00 a.m. – 8:10 a.m.

Morning Care is offered for those who are in need of a safe, nurturing environment prior to the school day.

The Morning Care Program, located in multi-purpose room of the school, will open at 7:00 a.m. This will be a quiet time to study, to finish homework, and to interact socially with other students through playing board games, building Legos, working on puzzles, creating art projects, etc. At 8:10 a.m., students will be walked to their homerooms.

A limited selection of cold breakfast items, such as breakfast bars, cereal, yogurt, milk, and juice is available. Breakfast items (up to 2 per day per student) are included at no extra charge. However, *please be aware that this is not intended to replace a full breakfast.*

Please note: We do not provide service on days when the school is on a two hour delay.

After Care Enrichment (ACE) Program (after school)

3:15 p.m. – 6:00 p.m.

The After Care Program has been approved by the Archdiocese of Cincinnati. Service is provided on days that school is in session, except the last day of school. ***We do not provide service on days that school is closed.*** The students are divided according to grade level into two classes: Pre-school through first grade, and second grade through eighth grade.

The After Care Program benefits many families of Incarnation by providing a safe, Catholic Christian environment for their children where all caregivers and students show respect and kindness for each other. Our structured program begins with recess and a snack. Students play outdoors if the weather permits or play large group indoor games in bad weather. A quiet time is provided for students to study or work on homework. After homework is completed, students may play in the gym, play indoor games or work on art projects.

Drop-in students are welcome to attend, but they must be registered in advance. We can allow children to attend when registration is not complete, but the registration fee will be added to the first billing.

Please note: On EARLY DISMISSAL days ACE will be available, but will end at 4:00.

FEE SCHEDULE
Morning Care and After-School Care Enrichment
2017-2018

REGISTRATION FEE: \$60.00 per family

One fee covers registration in both programs.

*****Fee is reduced to \$40.00 for registrations received before June 15, 2017!*****

MORNING CARE PROGRAM (before school 7:00 a.m. to 8:10 a.m.)

FULL TIME		PART TIME AND DROP-INS	
One Child	\$30.00 per week	One Child	\$8.00 per day
Two Children	\$46.00 per week	Two Children	\$14.00 per day
Three Children	\$60.00 per week	Three Children	\$18.00 per day

Morning Care rates include up to 2 breakfast snack items per student per day.

AFTER CARE ENRICHMENT (after school from 3:15 to 6:00; 1:40 to 4:00 on early dismissal days)

FULL TIME		PART TIME AND DROP-INS	
One Child	\$98.00 per week	One Child	\$27.00 per day
Two Children	\$145.00 per week	Two Children	\$35.00 per day
Three Children	\$162.00 per week	Three Children	\$40.00 per day

Special rates available for children picked up before 4:15 (2:45 on early dismissal days)

One Child	\$15.00 per day/ \$54.00 per week
Two children	\$30.00 per day/ \$108.00 per week

LATE FEES: \$1.00 per minute after 6:00 p.m.

BILLING INFORMATION:

You will always be charged the lower of the part-time or full-time rate based on your children's attendance each week! Statements are sent by e-mail on a monthly basis to the Primary Contact on the Registration Form.

Billing questions can be directed to Terri Conroy, Incarnation School Business Manager, at (937) 433-1051 or terri.conroy@incarnation-school.com.

A Note from the Clinic

Welcome to Incarnation School! I am Ann Woeste, the Registered Nurse in our school clinic. Our clinic is open every day during school hours. Our primary goal in the clinic is to foster a healthy school environment which helps students to grow and learn.

Here is some important information:

1. The School Health Examination Record is to be completed and signed by your personal health care provider. The front side needs to be completed by your health care provider, and the back side needs to be completed by a parent or guardian. This form is included in your admission application packet and is also available in the school clinic.
2. **Ohio law requires that each student must have evidence on file by the fifteenth (15th) day of entry to school that he/she has received or is in the process of receiving required immunizations. Noncompliance is reason for exclusion from school.**

OUR FORMS ARE REQUESTED BY JUNE 1ST BUT ARE REQUIRED BY SEPTEMBER 1ST!

3. Please inform me of any health issues or allergy concerns that your child may have. We have an additional form to be completed if your child has an allergy.
4. No medication, not even over the counter medication, can be given to your child unless we have an "Authorization for Medication" form completed. This form must have the health care provider's signature, as well as the parent's signature, for us to administer any medication here at school. The authorization form is included in the August family packet and is also available in the school clinic.
5. If your child is experiencing any of the following symptoms **within 24 hours** of attending school, please keep him/her home to recover:
 - A temperature of 100° or higher
 - Any vomiting
 - Any diarrhea
 - A persistent cough
 - Excessive fatigue

If I can help you in any way, please contact me at 433-1051, ext. 102.

Thank you!

Ann Woeste, RN
School Nurse