

**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.

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\* 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.**