

St. Teresa of Calcutta Catholic School

Grades K-3 Campus
55 Basilica Drive
Hanover, PA 17331
Conewago Township
717-632-8715 (phone) 717-632-6596 (fax)

Grades 4-8 Campus
Central Administrative Office
316 North Street
McSherrystown, PA 17344
717-637-3135 (phone) 717-637-1715 (fax)

New Student Registration Packet

Dear Parent or Guardian:

We are happy to welcome you to St. Teresa of Calcutta Catholic School! We are honored that you have made a wonderful choice for your child. So that we can best serve you and your child, it is necessary to provide some important information to our school office. Below is a checklist of items necessary for registration, as well as some questions regarding how you chose our school. Please complete the registration packet and return it to the school office. Thank you for your help.

God bless!

Mrs. Patricia Foltz, Executive Principal (Grades 4-8)

Mrs. Donna Hoffman, Principal (Grades K-3)

Required documentation for Kindergarten registration:

(Please bring copies of information with completed packet)

- | | |
|--|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Social Security Number |
| <input type="checkbox"/> Immunization record | <input type="checkbox"/> Pastor's letter from parish you attend
(if not ABVM, SH, or ICBVM) |
| <input type="checkbox"/> Baptismal certificate | |

How did you hear about St. Teresa of Calcutta Catholic School?

(Please choose from options below or choose "Other" for further explanation)

- Member of ABVM, SH, or ICBVM Parishes
- Other families currently attending ABVM, SH, or ICBVM
- Website/Facebook Schools
- Advertising (Central Penn Parent, billboards, newspapers, etc... *Please specify _____)
- Other (please explain) _____

Please read all of the information below BEFORE you complete your registration forms. It is important that you understand the commitment you are making through your registration.

St. Teresa of Calcutta Catholic School admits students without regard to race, color, sex, religious and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. It does not discriminate in administration of its policies.

The School reserves the right to deny attendance to anyone whose behavior is contrary to the ideals of the school or whose behavior or attitude is disruptive to the proper functioning of the school programs.

Students who are able to benefit from the programs provided by St. Teresa of Calcutta Catholic School shall be admitted on a space available basis within the following guidelines:

- Current school families
- Siblings of those students returning the following academic year
- Registered active members of Annunciation B.V.M. Parish, Sacred Heart Parish, and Immaculate Conception B.V.M. Parish
- Registered active families of another Catholic parish without a school
- Registered active families of another Catholic parish with a school
- Those who desire a Catholic, Christian education

Registration Timeline and Fees

_____ On or before February 15, 2017	\$50 per family
After February 15, 2017	\$100 for one child \$150 for two or more children (family maximum)

The completed registration packet, including a non-refundable registration fee (checks payable to St. Teresa of Calcutta Catholic School), will reserve a space for your child.

Tuition Rates for 2017-2018 School Year

“In Parish” Tuition

First Child - \$3,150

Second Child - \$3,150

Third Child - \$2,675

Fourth (and more) Child - No Charge

“Non-Catholic” Student(s) and “Non-Supporting Catholic” Parishioner Tuition

Each Child - \$4,450

Tuition Payment Management

We will be using FACTS Tuition Management Program. Instructions on how to register with FACTS will be sent home in spring 2017. FACTS will bill each family directly, according to the plan you choose to be most feasible for you family.

Tuition Scholarship Assistance

FACTS will also be used to sign up for tuition scholarships which includes the Neumann Scholarship as well as any funds available in the school’s tuition scholarship fund. Application information will be sent home in early 2017.

Kindergarten:

We offer only a full day kindergarten session. All kindergarten children must be potty-trained prior to the start of the school year. No “pull-ups” or training pants will be permitted. To enter kindergarten, children must be five years of age prior to October 1st.

If you are a member of a Catholic parish other than Annunciation B.V.M. Parish, Sacred Heart Parish, or Immaculate Conception B.V.M. Parish, you will need to provide a letter from your pastor stating that you attend weekly mass and support your parish. A form letter is included in this packet for your pastor to sign. Members who indicate Annunciation B.V.M., Sacred Heart, or Immaculate Conception as their parish will not be required to provide a letter, however, your enrollment will be verified by our parish offices.

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New Student Registration for Kindergarten to 8th grade

STUDENT INFORMATION

Student's Name: _____
(First) (Middle) (Last)

(Address) (City) (State) (ZIP)

Intended Enrollment Date: _____ Grade: _____

Birth date: _____ Place of birth: _____

School currently attending (include Pre-School): _____

Reason for leaving current school (if transfer student): _____

Why are you seeking enrollment for your child at St. Teresa School (if transfer student)? _____

Name of parish in which student is registered: _____
(Please provide letter from your parish if not ABVM, SH, or ICBVM)

	<u>Parish</u>	<u>City, State ZIP</u>	<u>Date</u>
Baptism:	_____	_____	_____
Penance:	_____	_____	_____
Holy Communion:	_____	_____	_____
Confirmation:	_____	_____	_____

Non-refundable registration fee per student
Amount \$ _____ Check# _____

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Educational Services Review

Please fill out the following questions to better assist us in the education of your child. Attach any supporting documentation or evaluations.

1. Has your child ever or are they currently participating in an early intervention program?
 Yes No

If yes, please explain which services were received and for how long: _____

2. Has your child ever received a M.D.E. (Multi Disciplinary Evaluation)? Yes No
3. Does your child have a current I.E.P. (Individual Education Plan) or I.F.S.P. (Individual Family Service Plan)? Yes No

4. Does your child receive any of the following services?

Speech Therapy Occupational Therapy
 Physical Therapy T.S.S. (Therapeutic Staff Support)

5. Has your child ever undergone an Educational/Psychological Evaluation? Yes No

If yes, please explain: _____

6. Has your child ever participated in Resource Room/ Learning Support Services? Yes No

If yes, please list recommendations: _____

7. Has your child ever been screened for any learning disabilities? Yes No

If yes, please list disability and recommendations: _____

8. Has your child ever attended a special school or ever been enrolled in a special class?

Yes No

If yes, please explain: _____

9. Has your child ever repeated a grade? __Yes __No

If yes, please explain: _____

10. Do you have any concern that your child may have learning disabilities? __Yes __No

If yes, please explain: _____

11. Does your child have any physical handicaps which may require accommodations for them to participate fully in class? __Yes __No

If yes, please explain: _____

12. Has your child ever received counseling services? __Yes __No

If yes, please explain: _____

Statement

Parents are to provide to the school all relevant data on the child including complete transcripts, psychological evaluations, existing learning plans, discipline and attendance records, and other evaluative materials. Students are accepted on a probationary status only, pending review of materials and an evaluation of their performance at the school. The probationary period may extend throughout the school year. Permission is given for St. Teresa of Calcutta Catholic School to contact my child's current and former schools for records and information regarding my child's academic achievement, discipline and social behavior and attendance record. By signing below, I attest that all information provided is complete and accurate.

(Parent's signature)

(Date)

(Parent's signature)

(Date)

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Dear Parents:

State law (Acts 90 and 195) authorizes the loan of textbooks and instructional materials of Education to children enrolled in non-public schools. Our school is now in the process of requesting the specific textbooks and materials to be loaned to your children. The law requires, however, that a parent of each child attending the non-public school individually request a loan of textbooks and instructional materials. We are, therefore, enclosing the individual request form. Please sign the form, date it, and return to school immediately.

CERTIFICATION OF INDIVIDUAL REQUEST FOR LOAN OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I hereby request the loan of textbooks and instructional materials in accordance with Pennsylvania Act 90 and Act 195 for my children attending St. Teresa of Calcutta Catholic School.

Print Name

Print Name

Signature

Signature

Date

Date

This law is applicable to Pennsylvania residents only.

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CONSENT FOR RELEASE OF INFORMATION

(Applicable to students entering grades 1st through 8th)

We, the parents or guardians of: _____
Student's name _____ Grade (current) _____

Grant our consent for: _____
Former school name _____

Former School address _____

to release information and school records from the above student's former school to **St. Teresa of Calcutta Catholic School**. It is our understanding that these records will be used for the purpose of planning an appropriate educational program and will not be released to any outside agency or person without permission.

The information released may include such educational, psychological, medical records and discipline records as requested by St. Teresa of Calcutta Catholic School as indicated on the checklist at the bottom of this form.

Please forward all requested records within ten days of receipt of this form.

(Parent/Guardian Signature)

(Parent/Guardian Signature)

(Date)

(Date)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Academic Records | <input checked="" type="checkbox"/> Notice of Recommended Assignment |
| <input checked="" type="checkbox"/> Remedial Program Materials- Title 1 | <input checked="" type="checkbox"/> IEP (Individual Education Program) |
| <input checked="" type="checkbox"/> Health & Dental Records | <input checked="" type="checkbox"/> Speech |
| <input checked="" type="checkbox"/> Psychological Records | <input checked="" type="checkbox"/> Learning Support |
| <input checked="" type="checkbox"/> Discipline Records | <input checked="" type="checkbox"/> Life Skills Support |

- Section 1305 of the Safe Schools Act, states that "a certified copy of the student's disciplinary record shall be transferred to the school entity to which the pupil has transferred."

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Dear Principal of St. Teresa of Calcutta Catholic School:

This is to certify that _____, who intend to enroll their
Parent/Guardian names

child(ren), _____, in St. Teresa of Calcutta Catholic
Child(ren)'s name(s)

School, are indeed registered and active members of _____
Parish name

and are eligible for the tuition fee assigned for active parishioners.

Date

Pastor's signature