

REGISTRATION AND ADMISSION POLICIES

St. Josaphat School does not discriminate on the basis of gender, race, color, national or ethnic origin in admissions or hiring. However, because the school is a parish school and is supported and maintained by the Parish, the priority for admission is as follows:

ADMISSIONS PHILOSOPHY

St. Josaphat School considers the following in basing acceptance decisions:

- A. **SPACE AVAILABILITY:**
St. Josaphat maintains a maximum of 20 students per class in Pre-School through Kindergarten. St. Josaphat seeks to limit class sizes to 20 students for Grades 1-3 and to 25 students for Grades 4-8.
- B. **APPROPRIATENESS OF PROGRAM:**
We will consider each child's individual needs and confirm they can be met within our current educational programs.
- C. **ADMISSION AGE:**
Illinois State Laws will be upheld. Children must be of the following age by September 1:
 - Pre-School – 3 yrs
 - Jr. Kindergarten – 4 yrs
 - Kindergarten – 5 yrs
- D. **DIVERSITY:**
St. Josaphat seeks to maintain a diverse student body, representing children from various racial, cultural, and socio-economic backgrounds.
- E. **LONG-TERM COMMITMENT TO ST. JOSAPHAT SCHOOL**
We seek children and families with a high likelihood of attending St. Josaphat School on a long-term basis.
- F. **SERVING OUR PARISH FAMILIES**
St. Josaphat School is an important mission of St. Josaphat Parish, and is here to serve our parish families. For purposes of this admissions policy, an Active Parish Family is defined as:
 - Registered with St. Josaphat for 1 year or longer
 - Contributing Time, Talent, and Treasure
 - TIME – Attending Mass each weekend with your children.
 - TALENT – Within the limits of individual schedules, volunteer to the ministries of the parish and / or the school.
 - TREASURE – Contributes regularly to the financial support of St. Josaphat Parish

ADMISSIONS CRITERIA

In order to maintain an acceptable class size in each grade, it is sometimes necessary to limit enrollment. When this is the case, the following priority is applied in accepting students:

1. Returning students
2. Siblings of currently enrolled and returning students
3. Children of Active St Josaphat parish families as defined in our Admissions Philosophy
4. Children of Active parishioners of parishes without schools: including transfer students from other Catholic schools that are closing, merging, or consolidating or from schools not offering full programs
5. Children of St. Josaphat parishioners
6. Catholic children of non-parishioners
7. Non-Catholic children

If enrollment requests exceed availability within any priority level, the following additional criteria will apply:

For Pre-School and Jr. Kindergarten: The oldest students based on birth date will receive priority.

For Grades Kindergarten through 8: Enrollment will be determined by the St. Josaphat School Administration based on the individual circumstances of the enrolling students and families.

ADMISSIONS PROCESS FOR PRE-SCHOOL, JR. KINDERGARTEN AND KINDERGARTEN

APPLICATION DUE DATES

Applications for new students enrolling in Pre-School, Jr. Kindergarten and Kindergarten will be accepted November 1, 2007 – February 1, 2008.

APPLICATION REVIEW AND ACCEPTANCE NOTIFICATION PROCESS

During the first week of February 2008, applications will be reviewed for completeness.

Incomplete applications will be returned unprocessed.

Acceptances will be mailed out to families by February 18, 2008.

Acceptance will be based on the Admissions Policy.

Waiting lists will be created as necessary and prioritized based on the Admissions Policy.

After February 1, 2008 applications for new students enrolling in the above programs will be reviewed and accepted on a first-come basis until all classrooms are full or included on the waiting list as appropriate.

ADMISSIONS PROCESS FOR GRADES 1– 8

APPLICATION DUE DATES

Applications for new students enrolling in Grades 1-8 will be accepted February 1, 2008 – February 15, 2008.

APPLICATION REVIEW AND ACCEPTANCE NOTIFICATION PROCESS

Beginning the third week of February, applications will be reviewed for completeness.

Incomplete applications will be returned unprocessed.

Acceptances will be mailed out to families by March 3, 2008.

Acceptance will be based on the Admissions Policy.

Waiting lists will be created as necessary and prioritized based on the Admissions Policy.

After February 15, 2008 applications for new students enrolling in the above grades will be reviewed and accepted on a first-come basis until all classrooms are full or included on the waiting list as appropriate.

ADMISSION REQUIREMENTS

Registration forms and fees must be completed in full by parent or legal guardian.

Pertinent records must be provided:

- Birth certificate
- Health records
- Baptismal certificate (if applicable)
- Transfer (if applicable)

The Principal has the right to refuse admission to any student with special emotional, disciplinary or educational needs that indicate the school cannot serve the student.

All students must be independent with their toilet needs. Pull-ups are not acceptable.

All families must enroll with Tuition Management Systems, the company contracted to handle tuition for our school. Payments are made directly to TMS in the manner selected by the parent/guardian at enrollment.