



Admission Process

Guidelines for Admission and Application Process

I. INTRODUCTION

Our Parish Commitment to Catholic Education

Saint Elizabeth Church is committed to the ministry of religious education in the Catholic school as an integral component of our mission as a Catholic parish to provide faith formation for future generations of Catholic believers.

As a parish community dedicated to Catholic Stewardship, we recognize that our parish school is yet another of the rich blessings bestowed on us by God. In grateful response to God's generosity for this and all good things, all our parishioners are called to share their gifts of time, talent and treasure in service to our parish mission and its ministries.

Our parish school is a ministry for which all in our parish community share responsibility and ultimately reap the benefit. For this reason our parishioners offer their prayerful and financial support to families with school age children who are committed to providing a Catholic education for their children. It is our desire as a parish community to make Catholic elementary education available to all who seek it for their children.

Parental Commitment to a Catholic Faith Life

The decision to enroll children in Saint Elizabeth Parish School entails several serious responsibilities beyond the significant financial investment families make in support of their children's education.

The parents of our parish school children are expected to embrace the spiritual responsibility of modeling adult Catholic living by their commitment to regular and active participation in the sacramental life of the Church, to integrity and consistency in everyday moral decision-making, to a personal and family prayer life, and to a generous stewardship of time, talent and treasure in service of others, both within and outside our parish community.

Parents foster their children's faith development both by consistent encouragement of their children to continue learning about our Catholic faith and by their own personal example of living the faith day to day. These two together form a strong foundation and support to the religious education and faith formation provided to children enrolled in Saint Elizabeth Parish School.

As the blessing of parents at the end of the Rite of Baptism proclaims:

"May you, who are the first teachers of your children in the ways of the faith, also be the best of teachers, bearing example to the faith by all you say and do in Christ Jesus, our Lord."

II. GUIDELINES FOR ADMISSIONS

Policy of Non-Discriminatory Admissions

Saint Elizabeth Parish School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. Our parish school does not discriminate on the basis of race, color, national or ethnic origin in its admission policy, the administration of its educational policies, or in any school-administered programs.

Saint Elizabeth Parish School endeavors to accommodate students with special needs, as our school's resources and capabilities reasonably permit. We reserve the right to decline admission or to impose reasonable conditions of attendance where indicated in particular circumstances.

Age Requirements for Admission

Saint Elizabeth Parish School's age requirements for admission are as follows: a student who is 6 years old by September 1 is eligible for admission into first grade; a student who is 5 years old by September 1 is eligible for admission into kindergarten; a student who is 4 years old by September 1 is eligible for admission into Pre-K 4 year-olds.



Admission of Catholic Students

Catholic families registered at Saint Elizabeth Church who desire a Catholic elementary school education for their children are responsible to seek admission to Saint Elizabeth Parish School first, before seeking to enroll their children in another Catholic parochial school. Saint Elizabeth Church will not pay a tuition subsidy for parish children to be enrolled in another Catholic parochial school when there is space available for the children in Saint Elizabeth Parish School.

Similarly, Catholic families registered at another parish which supports a Catholic elementary school for their children are responsible to seek explicit written permission from their proper pastor and from the pastor of Saint Elizabeth Church before any application may be submitted to Saint Elizabeth Parish School. Those families whose proper pastor does not provide a tuition subsidy to Saint Elizabeth are responsible for the full tuition rate for each of their children at Saint Elizabeth Parish School.

Admission of Non-Catholic Students

Saint Elizabeth Parish School serves a variety of purposes, including the academic, physical and social development of our students. However, the primary purpose of our school is religious. Our school exists for the purpose of evangelization and catechesis; that is, the proclamation of the Gospel and the faith formation of the entire school community. Our parish school offers a complete Catholic religious education program and makes every effort to develop the Catholic faith in all our students so that they may live a full Christian life.

Non-Catholic students may be admitted into our parish school under the following conditions:

1. Parents/guardians receive the written permission of the pastor of Saint Elizabeth Church;
2. Adequate facilities and space are available, without denying admission to eligible Catholic students;
3. The parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program;
4. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives and regulations of our parish school;
5. The parents/guardians agree in writing to assume responsibility for all financial obligations.

III. GUIDELINES FOR APPLICATION AND ACCEPTANCE

Required Application Materials:

At the time of application for admission to Saint Elizabeth Parish School, parents are required to provide the following documents for each individual child making application:

1. Completed application forms including application, bus registration, request for records, textbook waiver, health history forms
2. An original birth certificate
3. A baptismal certificate (required of all, including those baptized at Saint Elizabeth Church)
4. An up-to-date certificate of immunizations
5. A copy of the most recent report card for students requesting admission for grades 3 or higher

In addition, parents are required to make a non-refundable application fee of \$300.00 for the first child, and another \$50.00 for each additional child of the family, all of which will be credited toward tuition fees upon acceptance of the student(s).

Acceptance Guidelines

It is our desire to provide a Catholic elementary education for all who seek it; however, space limitations may sometimes require a



preferential order of acceptance.

Catholic families registered at Saint Elizabeth Church who regularly and actively participate in liturgical celebrations and practice stewardship by contributing their time and talents to various pastoral ministries at the parish and by offering consistent financial support to the parish will receive first priority –in order of acceptance into our parish school.

Applicants for the upcoming school year will be accepted into Saint Elizabeth Parish School in this priority order:

1. Among actively participating Catholic families registered in the parish, a preference will be given first to those families who already have children enrolled in the parish school and then to those families with an earlier date of parish registration.
2. Catholic families newly registered at Saint Elizabeth Church who make a commitment to embrace an active Catholic faith life together with our parish community.
3. Catholic families registered and actively participating in a parish that does not currently provide a Catholic elementary school for its children.
4. Catholic families registered and actively participating in another Catholic parish that has already closed its parish school enrollment
5. Non-Catholic families who live within the territorial boundaries of Saint Elizabeth Church.

N.B. In special circumstances, a student may transfer to Saint Elizabeth Parish School from another Catholic parochial school, with the permission of both pastors and the collaboration of both school principals.

Re-Registration of Current Students in Subsequent Years

Families whose children are already enrolled in our parish school will be required to re-register annually. Each year, re-registration information will be forwarded to our school families in early January. Tuition rates, including a non-refundable re-registration fee established by the pastor upon recommendation of the Parish Finance Council, will be published in January. All financial obligations to the parish for the current year must be up to date before a family's re-registration will be accepted for the following year.

Application and Acceptance for New Students

Application for pre-k 4-year-old students, kindergarten students and for other students new to our parish school will take place in mid November. Application information will be communicated to current school families and announced in the parish bulletin at the appropriate times.

We will begin to review new student enrollment applications the first week of February. Families with children already enrolled in our parish school will receive priority in order of acceptance for the siblings of these students, first for families registered at Saint Elizabeth Church and second, for families registered elsewhere.

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