



INCARNATION CATHOLIC SCHOOL
2013 National Blue Ribbon School of Excellence



45 Williamsburg Lane
Centerville, OH
45459

937-433-1051
Fax 937-433-9796

Admission Information 2018-19

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.

Please see the separate “Admission Forms 2018-19” document on this website for required forms. The items listed below must be submitted before your Admission Application can be processed.

- Application for Admission
- Birth Certificate (issued by County – not hospital certificate)
- Social Security Card
- Request for Information for Students Applying for Admission
(Grades 1-8 only – Complete only the Parent/Guardian Section)
- Baptismal Certificate
- Reconciliation Certificate (if applicable)
- First Communion Certificate (if applicable)
- Registration Fee (\$200 per family - non-refundable)
- School Health Exam Form – completed form due on June 1
- 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.

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



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 CATHOLIC SCHOOL
ADMISSION POLICY AND PROCEDURES
2018-2019**

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 identification 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 of the *Admission Policy Guidelines* 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 of the *Admission Policy Guidelines* for financial assistance information.

Third Priority Enrollment

New students whose parents are members of another local Catholic parish that does not have a school (St. Augustine, St. Francis of Assisi, St. Ignatius, St. Mary) will have third priority– admitted in order by school registration date. A letter from the home parish is required confirming the parents are registered parishioners in good standing. To receive this priority, letters are required by March 15 or by the date of registration, whichever is later. 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 June 1 of each year, or within two weeks of acceptance if registering after June 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
Before and After School Programs
2018-19

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. You may use the program either full time or part time, and you will be billed only for the days/ weeks your children attend. 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 Incarnation 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. The students are divided according to grade level into two groups: Pre-school through first grade, and second grade through eighth grade.

PLEASE NOTE:

ACE is not available on days that school is closed.

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.

Note: Before and After School Program registration forms will be available in May.

FEE SCHEDULE
Morning Care and After-School Care Enrichment
2018-19

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, 2018!*****

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 p.m. to 6:00 p.m.)

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)
Per Child \$15.00 per day/ \$54.00 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

Note: Before and After School Program registration forms will be available in May.

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INCARNATION CATHOLIC SCHOOLS

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.

Incarnation Parishioner, Non-Parishioner, and other Special Parish Tuition Rates

Tuition rates are based on the total instructional and operational costs for the school. The discounted parishioner rates reflects 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 contribute at least \$600 annually or \$50 per month as an average.

Through an agreement between Incarnation Parish and certain other Catholic parishes without schools, a special rate is available to registered members of those parishes. Those parishes include St. Augustine, St. Francis of Assisi, St. Ignatius and St. Mary. 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 by April 15 each year or date of school registration, whichever is later. New families will need to provide the required letter by March 15 to be considered for admission priority as well.

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

Tuition rates are based on parishioner status as of April 15 each year. Tuition rates for families changing status after that date will be adjusted for the following school year.

Technology and Activity Fees

Per student Technology and Activity Fees are 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. The activity fee covers all field trips, homeroom fees, workbooks, and special programs and projects.

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 June 1 of each year, or within 10 days of acceptance if registering after June 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 for tuition. 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. Fees are not prorated.

Morning Care and After School Care Programs

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.

Please see reverse for 2017-18 Tuition and Fee rates for planning purposes.

The amounts shown below are for planning purposes only.
Tuition rates usually increase approximately 3% annually.

Please note: Tuition rates are based on parishioner status as of April 15 each year.
Tuition rates for families changing status after June 1 will be adjusted for the following school year.

2017-2018 TUITION and FEE SCHEDULE

Preschool 4's through Grade 8

Approved by INCARNATION FINANCE COMMITTEE

TUITION

Parishioner Tuition Rates (for families registered with Incarnation Parish as of April 15)

One child - \$3,890 Two children - \$7,075 Three children - \$9,575
Four children - \$10,150 Five children - \$10,350

Special Tuition Rates for Catholic Parishes Without Schools** See below

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

Non-Parishioner Rate

Per child - \$5,500

Non-Immigrant Foreign (F-1) Student Rate

Per child - \$7,000

FEES

	<u>Technology Fees</u>	<u>Activity Fees</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**

** For members of St. Augustine, St. Francis of Assisi, St. Ignatius or St. Mary Parish - Letter from home parish confirming parishioner status required annually by April 15 for tuition discount. New families will need to provide the required letter by March 15 to be considered for admission priority as well.