

ADMISSION / ENROLLMENT POLICY

1. St. Joseph School is a kindergarten K4 through 8th grade school. Four year old Kindergarten students have priority for K5. Five-year old Kindergarten students have priority for first grade.
2. Policy dictates that the age of all students must be verified by presentation of a birth certificate at time of registration. Parents will be notified of this policy at registration. A September 1st birthday is the cut-off date in determining placement for all grades. By Archdiocese regulation, all K4 students must be at least 4 years old by September 1st. Our Kindergarten teacher and Supportive Consultant will test applicants for entry into our K4 & K5 programs.
3. Maximum enrollment for K4 is 20 students. A certified aide will be added if K4 enrollment exceeds 14 students. Maximum enrollment for K5 is 25. Maximum enrollment for grades 1-8 is 30.
4. Enrollment will be filled with priority considerations in the order as recommended by the Archdiocese of Milwaukee as follows:
 - a. To all children currently enrolled.
 - b. To children registering in K4-8 of families with siblings currently enrolled in school.
 - c. To children of parishioners.
 - d. To children from other Catholic parishes.
 - e. To children of other religious affiliations.
5. All other factors being equal, priority selection will be at the Principal's discretion with recommended consideration to the following tiebreaker criteria:
 - a. Registration during the week designated to register.
 - b. Date of registration, if after the week designated to register.
 - c. Lottery style selection.
6. Parents of all new students to St. Joseph School are required to provide a copy of your child's birth certificate, baptismal certificate and current immunizations. The school office will make copies of original certificates.
7. All students new to St. Josephs, including Kindergarten, will be on probation for one year. Because we are unable to meet all of the exceptional education needs of some children, new students who demonstrate poor behavior, insufficient effort, serious emotional or learning problems will not be allowed to continue enrollment. If such problems become apparent, a parent-teacher conference will be held before the Principal makes any final decision.
8. Non-parishioner and other religious affiliation students will be required to attend all religion classes and services.
9. St. Joseph School admits students of any race, religion, color, nationality or ethnic origin.
10. No child will be admitted into the Kindergarten program after September 30th, unless a student in good standing & is transferring from a Kindergarten program at another school. Proof of enrollment at another school will be required. Each child will be evaluated on an individual basis.

REGISTRATION & TUITION

REGISTRATION FEE

Each student must pay a **non-refundable** registration fee. Registration fee for K4 is \$150.00 per student. Registration fee for grades K5 – 8 is \$200 per student.

The registration fee for returning students, is due by March 30th. For new students, the fee is due at the time of registration.

TUITION

School tuition is listed below. Tuition rates are to be determined annually by the Finance Committee. Families requiring financial assistance should contact the Principal, as aid is available. The tuition fee **does not** include the student registration fee.

The 2010 – 2011 school year rates are as follows:

K4

4 half days: \$1900
4 full days: \$2300
5 half days: \$2100
5 full days: \$2500

K5-8

\$2,250 for first child
\$2,000 for second child
\$1,800 for third child
No tuition after 3 children

There are four payment plans to choose from. A description of the four plans follows:

1. A monthly plan beginning April 15th and continuing for 10 months through January 15th. The due date for the 10-month plan will be by the 25th of each month. ***The exception to this plan is that we will require automatic withdrawals from either your checking or savings account, this is the preferred method for payment.***
2. Pay the entire year in advance by April 15th. If the 15th falls on a weekend, the Monday following the 15th will be the due date.
3. Pay in two installments – April 15th and November 15th.
4. Pay quarterly – April 15th, August 15th, November 15th and February 15th.