

## ENROLLMENT POLICY

Nativity Catholic School practices an open enrollment policy, namely, that no person on the grounds of race, national or ethnic origin, or religion is discriminated against in admission or in receiving services in our school. Any child is admitted based upon the ability of Nativity Catholic School to provide services for the individual child.

### **Documents required when you apply:**

- Copy of Birth Certificate to ensure the child meets the age requirements established by Florida law.
- Copy of Baptismal Certificate-Catholics only.
- Copy of current report card for Grades 1-8.
- Copy of current standardized testing results for Grades 3-8.
- If child has ever been evaluated for any special needs, please provide us with a copy of the evaluation (IEP's or 504 plans etc.).
- Your Nativity Catholic Church envelope number as Church attendance will be verified to qualify for the in parish tuition rate.
- A letter of verification of your parish registration and support if other than Nativity Catholic Church
- We require a non-refundable \$50.00 application fee.
- A non-refundable \$175.00 enrollment fee is due upon acceptance.

*A child entering our early childhood Three-Year-Old Program must be three years old by September 1st of the current school year.*

*A child entering our early childhood Four-Year-Old Program must be four years old by September 1st of the current school year.*

*A child entering Kindergarten must be five years old by September 1<sup>st</sup> of the current school year.*

*A child entering First Grade must be six years old by September 1<sup>st</sup> of the current school year.*

Your child will be considered for acceptance only after all information has been received. We will make every effort to accommodate you and your family.

Special consideration may be given to:

- Siblings of students currently attending Nativity Catholic School
- Families that are registered and attending Nativity Catholic Church
- Children of Nativity Catholic School alumni

### **As you have made your decision of entering and enrolling your child/children in Nativity Catholic School, please be aware of the requirements we ask of each family:**

- Re-enrollment payments are made in a timely manner in accordance with the re-enrollment policy and deadlines set by the school each year.
- Tuition payments be made in a timely manner in accordance with the tuition policy and deadlines set by the school each year.

- You actively perform your Parents in Partnership Agreement for Service Requirements (details of these requirements can be found in the Stewardship section of the handbook).
- That you have registered with **Instant Alert** as this is Nativity Catholic School's only means to reach you in the event of an emergency. That you agree to update this information annually at the beginning of each school year.
- That you understand that **Nativity Approved Volunteers are the only volunteers that will be allowed on campus without a staff escort during the school day.** That you agree to take a Safe Environment Training class and be background checked and/or fingerprinted to become a **Nativity Approved Volunteer**. I agree to update my SET and background checks before the expiration date. The background check fee for each individual is \$50.00 as of June 1, 2007.
- That you fully understand and agree to the terms of the aforementioned policies of Nativity Catholic School and Nativity Catholic Church, and I (we) further understand that I am (we are) liable for financial obligations; Tuition, Re-Enrollment, Parish Support; Parent Stewardship Service Requirements, Extended Day charges, Lunchroom charges, Media Center charges, and all other NCS commitments which help benefit the financial operation of Nativity Catholic School. **If payment for these aforementioned items is not remitted within 15 days past due, and you have not contacted the Finance Office to arrange a payment schedule, your account will be placed on hold and your child (ren) will not be allowed to return to school nor retain their class seat. Please remember that your financial obligations for your children's education should be a priority.**
- **That parents and students thoroughly read the Student-Parent Handbook and be aware of the rules, regulations, and policies of Nativity Catholic School.**