



January, 2012

Dear Prospective Parent of a Pre-K Student,

Enclosed is a St. Joseph Pre-K pre-registration packet for the 2012-2013 school year. The following information is included in this packet:

1. Pre-registration cover letter
2. Pre-K admissions information
3. Tuition, fees, and payment options

Additionally, registration materials listed below need to be completed and returned to the school by **March 31, 2012.**

1. Pre-K Application checklist
2. Application for Admission form
3. FACTS enrollment form – This is only for those families who are not already enrolled in FACTS. Those who are already enrolled are to use the FACTS re-enrollment form included in the school re-enrollment online information

Please be sure to fill out the stapled application packet in its entirety. The stapled application packet, along with the student's records (see Entrance Requirements) and a nonrefundable \$175 deposit, should be returned to the School Office no later than March 31, 2012. This amount is applied to fees for the Pre-K program. If for any reason St. Joseph School is unable to accept a student or a family relocates out of town, the \$175 deposit will be returned.

Families making application will be notified by early May of acceptance into the Pre-K program. Additional records will be required at this time to complete the registration process.

Thank you for your time and attention to the information enclosed. If I can be of further assistance, please do not hesitate to contact me at 689-3424. St. Joseph School appreciates the sacrifices made by all to provide a Catholic education and is excited about the opportunity to serve your Pre-K student.

St. JOSEPH

C o m m i t t e d t o H o l i n e s s a s a W a y o f L i f e .

January 2012

Dear Prospective Parents,

It is with great joy that I share information with you about Saint Joseph School. The best thing about Saint Joseph School is that we are an educational institute dedicate to God. He is the reason we exist. The second best thing about Saint Joseph School is our students. I appreciate your interest in our school as a treasure is best when it is shared!

Saint Joseph School provides a joy-filled environment, centered on the love of God. In 2010, Saint Joseph School was nationally recognized as a Blue Ribbon school. We are state certified Pre-K through eighth grade, accredited through the Southern Association of Colleges and Schools, and operate under the auspices of the Diocese of Knoxville Catholic Schools Office.

The mission of Saint Joseph School, in cooperation with parents and parish communities, is to teach and nurture the Catholic faith. We are a school dedicated to academic excellence with a challenging curriculum that promotes the growth of the whole child and service to others. At Saint Joseph School we are committed to holiness as a way of life.

If you are in need of supplemental tuition assistance, there are multiple options options available upon request.

Please read and complete the enclosed admissions packet. If you have any questions, do not hesitate to call. We at Saint Joseph School look forward to the opportunity to partner with you in your child's education.

Sincerely in Christ,

Sister Mary Elizabeth Ann, RSM

Principal

1810 HOWARD DRIVE,
(865)-689-3424



KNOXVILLE, TN 37918
WWW.SJSKNOX.ORG



...committed to Holiness as a way of life.

Pre-K Admissions Information

Admissions Priority

Students will be admitted to St. Joseph Pre-K in the following order:

1. Pre-K ONLY – Children of faculty and staff of St. Joseph School.
2. Siblings of currently enrolled students who are in good standing.
3. Children of registered and contributing members of Roman Catholic parishes.
4. Children of non-Catholic families.

Children of Catholic families who are not registered or contributing members of a Roman Catholic parish will not receive special consideration for registration.

All students entering St. Joseph School for the first time are accepted on a probationary basis. The probationary period is for 90 calendar days and is intended to benefit both the student and the school. St. Joseph School strives to provide a Christ-like learning environment that promotes academic success and personal responsibility. At any time during the 90-day probationary period, if the school determines the student is unable to perform adequately in this environment, any prepaid tuition will be prorated and refunded. Fees are nonrefundable.

Entrance Requirements

Students entering Pre-K must be **four years old before September 30** of the current school term and must be toilet-trained. The following records are required for registration:

Birth certificate
Baptismal record
Preliminary physical for pre-kindergarteners
Tennessee Department of Health School Immunization Certificate
Social security number
Custodial records (in case of divorce); court order
Proof of insurance or purchase of school insurance policy

Immunizations

Students entering St. Joseph School must show proof of the following immunizations:

Hepatitis B	DPT
HIB	POLIO
MMR*	CHICKEN POX
PNEUMONIA	

***The State requires that students entering kindergarten, 4th grade, and 8th grade must have a second dose of MMR.**

Students who have not had the above immunizations may not be admitted to school until proof of immunizations is complete and on file in the school office.

Insurance

All students are required to be covered by a primary insurance carrier. A copy of your family insurance card must be on file. At registration, information is provided to explain the school accident insurance plan. School insurance is provided at a nominal fee. To file for an insurance claim, parents contact the school secretary to obtain the correct forms. This plan is secondary coverage, and payment is made only after the student's primary carrier has made payment.

Uniforms

All Pre-K students will wear uniforms. The estimated additional cost per year is \$250.

Non-Discrimination Policy

St. Joseph School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to its students. St. Joseph School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school administered programs.



...committed to Holiness as a way of Life.

Pre-K General Information Tuition, Fees, and Payment Options 2012 - 2013

General Information

- Classes begin at 7:55 a.m. daily. In order to be prepared to begin at this time, we strongly suggest that all students arrive at school by 7:45 a.m. The school provides supervision beginning at 7:15 a.m.
- Classes end at 3:05 p.m. daily. Child care is available until 6:00 p.m.
- A school lunch is served daily on regular school days. For those students who bring their lunches, drinks are available. The cafeteria operates on a debit system. The daily lunch charge, in addition to any extra entrée, ice cream, or extra milk, is deducted when your student makes a purchase. Money must be put into your student's account monthly. A cafeteria statement is available online on RenWeb to let parents know their student's account BALANCE.
- Pre-K students will wear the SJS uniform, which can be purchased through Educational Outfitters, Larose School Uniforms, or the SJS used uniform closet.
- After-School Care is available to Pre-K students on a full or part-time basis. Please refer to the After-School Care Handbook for times and rates.

Tuition Rate

5-day program (M-F)	\$4,250/year
3-day program (M-W-F)	\$2,550/year
2-day program (T-TH)	\$1,700/year

Fees

In addition to tuition, a fee of \$175 is due when the registration packet is returned. This fee includes materials and technology fees as well as a Home and School family fee. This registration deposit is non-refundable unless St. Joseph School is unable to accept a student or a family relocates out of town.

Tuition Payment Plans

❖ Option 1: Single Payment

The total tuition is paid in full plus the balance of fees due on or before the first day of school. You may pay with cash, check, cashier's check, money order made payable to St. Joseph School.

❖ Option 2: Monthly Payment through FACTS Tuition Management Service

The total tuition amount is paid over a period of ten months. FACTS Tuition Management Service will electronically deduct the payment from your bank account on the 5th or the 20th of the month. Making a down payment can reduce the monthly amount due. A FACTS enrollment form is included in the registration packet. The FACTS Tuition Management Company will charge an annual \$38 enrollment fee per family. Please have this amount available in your account to be deducted from your account by May 31, 2012. Do not send a check to the office for this amount, as FACTS will deduct this from your account.



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**St. Joseph School
Pre-K Program
Checklist**

Pre-K Student's Full Name _____

Please check preferred program:

_____ 5-day (M-F)

_____ 3-day (M, W, F)

_____ 2-day (T, Th)

The following can be used to ensure that all documentation is complete before returning the packet to the Admissions Office.

_____ Pre-K application

_____ Birth certificate

_____ Baptismal record

_____ Preliminary physical for pre-kindergarteners

_____ Tennessee Department of Health School Immunization Form

_____ Copy of Social Security card

_____ Custodial records (in case of divorce); court order

_____ Proof of insurance or purchase of school insurance policy

_____ FACTS form

PLEASE SUBMIT THIS DOCUMENTATION BY MARCH 31, 2012.



APPLICATION FOR ADMISSION
SCHOOL YEAR 2012 – 2013

GRADE _____

Office Use Only
Parish Affiliation Form - Parish _____
FACTS / Re-Enrollment Form
Registration Fee Amt. _____ Ck# _____
Non-Catholic Agreement
Date Application Received _____

STUDENT INFORMATION

Student's Full Name: _____
Last First Middle Goes By

Street Address: _____ Home Phone: _____

City/State/Zip: _____ Public School Zoned for: _____

Date of Birth: _____ Place of Birth (City and State): _____

Social Security Number: _____ U.S. Citizen: _____ Foreign Resident (Country): _____

Ethnic Origin: _____ Caucasian _____ Hispanic _____ African-American _____ Asian _____ American Indian _____ Other _____

Religion: _____ If Catholic: _____ Practicing _____ Non-Practicing _____ Candidate _____ Catechumen

Parish Affiliation (If Catholic, please circle one): Holy Ghost, Immaculate Conception, St. Albert the Great, Other _____

If you do not regularly attend Mass at this parish, where do you most regularly attend? _____

List all Siblings: _____ Date of Birth: _____ School: _____
(if applicable)

(if applicable)

(if applicable)

(if applicable)

PERMANENT RECORD – SACRAMENTAL INFORMATION

Table with 4 columns: SACRAMENT, DATE, NAME OF CHURCH, CITY AND STATE. Rows include Baptism, First Penance, and First Communion.

PARENT/GUARDIAN INFORMATION

Father's Name: _____ Mother's Name: _____

Address: _____ (if different from student's)
City/State/Zip: _____

Cell Phone Number: _____

Email Address: _____

Employer: _____

Occupation: _____

Day Phone: _____

Religion: _____ If Catholic: _____ Practicing _____ Non-Practicing _____ Candidate _____ Catechumen

Marital Status: _____ Is marriage recognized by the Catholic Church?: _____ Yes _____ No

If Divorced or Separated, please indicate Parental Rights: _____ Mother _____ Father _____ Joint _____ Other _____

ADDITIONAL INFORMATION

First language student learned to speak: _____

Language student speaks most often: _____

Language most spoken at home: _____

MEDICAL INFORMATION

Doctor's Name: _____ Office Phone: _____

Dentist's Name: _____ Office Phone: _____

Medical History: _____

Date Type Description

Date Type Description

Date Type Description

Allergies: _____

EMERGENCY CONTACT INFORMATION

Please list someone other than parent or guardian who may be contacted in an emergency or who may pick up your child:

Name Relationship Home Phone Work Phone Cell Phone Pick-up? Y or N

Name Relationship Home Phone Work Phone Cell Phone Pick-up? Y or N

Name Relationship Home Phone Work Phone Cell Phone Pick-up? Y or N

NON-DISCRIMINATION POLICY

St. Joseph School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to its students. St. Joseph School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school-administered programs.