



Saint Edward School

5788 THORNTON AVENUE, NEWARK, CA 94560 • (510) 793-7242 • FAX (510) 793-3189 • WWW.STEDWARDNEWARK.ORG



January, 2010

You are considering sending your child to St. Edward Parish School. Have you toured our school website at stedwardnewark.org? An application for the 2010-2011 school year is attached. Please complete **all** parts and return the forms to the school office no later than **Friday, February 12, 2010** for Kindergarten and by **Wednesday, April 21, 2010** for all other grades.

Included with this application is a sheet with information on tuition and fees. At this time, we do not know the tuition rates for the 2010-2011 school year, so please use this information as a guideline only in answering the application questions. Tuition assistance is available for families, after notification to the school of need, and all of the following: (1) completion of the PSAS application process, (2) The BASIC Fund on line application, and (3) an appointment with the principal.

The hours of Kindergarten are the same as for all other students, 8:00 a.m. to 3:00 p.m. Monday through Friday, with all Wednesday dismissals at 12:30 p.m.

Testing for students interested in Kindergarten will be on Saturday, February 20, 2010 and you will be notified of the scheduled **time** for your child by letter after Feb. 15th. Parents will be interviewed at the same time. Testing for the remaining grade levels will be on Wednesday, April 28, 2010 beginning at 1:30 p.m. A reminder letter will be sent **after** April 23rd. There is a \$30.00 non-refundable testing fee due at the time of the test for all grade levels.

Please mark these dates on your calendar now as make-up tests are usually not given if the class is filled.

St. Edward School is limited in the number of students we can accept. Each grade level has a maximum of 35 students, with siblings of current students having priority followed by active parishioners of St. Edward Church. Please be aware that we know there are at least 7 siblings for Kindergarten at this time, leaving approximately 28 openings for the Fall term. In the upper grades, openings may become available if a current student does not return. This means some grade levels may have no openings in the Fall, while others may have only limited openings. Students returning an application and taking a test will be put on a waiting list, but there is no guarantee that space will be available for the Fall, 2010 grade desired.

Thank you for your interest in Catholic education at St. Edward School. We hope to welcome you as members of our school community.

God Bless You,

Sister Diane Aruda, O.P.
Principal



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Please keep this reminder of important upcoming events:

Sunday, Jan. 31, 2010 (9:30am – 12noon) OPEN HOUSE

Friday, February 12, 2010 All applications for Kindergarten are due

Saturday, Feb.20, 2010 8:00am - 12 noon* Kinder testing and parent interviews

*YOU WILL BE NOTIFIED OF YOUR EXACT APPOINTMENT **TIME** BY LETTER **AFTER** FEBRUARY 15, 2010.

Thursday, April 21, 2010 All applications for Grades 1-7 are due

Wednesday, April 28, 2010 (1:30pm – 3:45pm) All testing for Grades 1-7

- **You must turn in your application by the due date to be included for testing.**
- **There is a \$30.00 testing fee due at the time of testing, for all grades.**
- **If applying for grades one through seven, we require a copy of your child's latest report card at the time of testing.**
- **Please mark these dates on your calendar now as makeup tests are usually not given if the class is filled or if the waiting list, made from the first testing, is long.**



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TUITION PROGRAM 2009-2010

ANNUAL TUITION FEES

1 student	\$ 6,090.00
2 students	\$10,670.00
3+ students	\$13,800.00

REGISTRATION FEES

I. PER STUDENT FEES-

Diocesan School Dept. Assessment	69.00
Student Accident Insurance	7.35
Health Fee	5.95
ITBS Testing	11.50
CTN fees	10.50
Dominican Assessment	5.00
Earthquake Supply Replenishment Fee	4.70
Books and School Supplies	175.00
Classroom Celebration Fee	10.00
Faith Family T-Shirts	10.00
Technology Fee	<u>125.00</u>
PER STUDENT Total	434.00

II. PER FAMILY FEES-

E-Scrip processing fee	10.00
PTG Dues	<u>25.00</u>
PER FAMILY Total	35.00

TOTAL REGISTRATION FEE (ONE STUDENT) \$ 469.00

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PLEASE ADD to total registration fee IF APPLICABLE~

Each additional student	434.00
Graduation fee (Gr.8)	150.00
First Communion/Penance fee (Gr.2)	100.00
New Family Fee	100.00

Tuition may be paid in advance of the school year or paid in ten equal installments due August 1 to May 1. Statements will be sent to you as reminders of your obligation. Payments received after the 15th of the month are subject to a \$25.00 late fee. Returned check fee is \$35.00. Tuition payments may be brought to the school office or mailed to above address. Cash payments must be made in person.

Guidelines for Tuition Payment

Payment is at the first of each month, beginning August 1 through May 1. The registration fee is due on Wednesday, May 27, 2009 at the school office. Every family must respond to each and every billing either by payment in full or by an explanation to the principal. A family's obligation also includes participation in PTG monthly meetings, fundraisers, the parent service program and other school activities.

Tuition Assistance

It is our goal to offer Catholic education to all students who wish to attend Saint Edward School and who are eligible. Realizing at times, families may be in need of assistance, a tuition assistance program is established with School Board and Finance Committee approval. In order to facilitate such assistance, we require that the Principal be contacted by families and a meeting be scheduled **as soon as the need becomes apparent** in order to develop a tuition plan. A follow-up meeting will occur mid-year with those receiving assistance to update their current status.

In the case of financial difficulty when parents contact the Principal, the school administration will consider each family according to its situation (family size, present hardships, overall cooperation). When applying for financial aid, parents must complete a FACE application and submit an application through Private School Aid Service. Please request forms from the school office.

Delinquent Tuition

If the regular monthly payment cannot be made, it is the responsibility of the parent to contact the Principal to explain and arrange for a mutually agreed upon payment plan. If one payment is missed, a letter of reminder is sent. **At the second month of delinquency of payment, if no contact has been initiated by parents to meet with the Principal, students will be excluded from class until a payment plan is established and financial obligations are met.** It is necessary for parents to pay tuition and fees promptly to avoid any possible disruption of student learning. Delinquency in tuition has an effect on the financial stability of the entire school program and payment is a contractual obligation of parents.

Parents of eighth grade students must fulfill their financial obligations if students are to participate in end of the year activities and graduation. Graduation gowns will not be distributed until financial obligations are fulfilled. In other grades, final report cards cannot be issued until all financial obligations are fulfilled.

At the advice of the School Finance Committee and School Board, these guidelines will be strictly enforced. Please read them carefully and follow them responsibly.

(4/09)

- Do you have other children in our school?_____
- Have you applied to St. Edward School before?_____
- What parish are you currently attending?_____
- Are you registered in that parish?_____ What year did you register?_____
- Are you an alumni of St. Edward School?_____

CHILD'S NAME_____

First Middle Last

Place of Birth Citizen of U.S.? Religion

FATHER'S NAME_____

First Middle Last

Place of Birth Citizen of U.S.? Religion

Father's Occupation Business Name/Address/Phone

MOTHER'S NAME_____

First Middle Maiden Name

Place of Birth Citizen of U.S.? Religion

Mother's Occupation Business Name/Address/Phone

PLEASE CHECK ALL THAT APPLY:

- Lives with natural parents ____ Child adopted _____ Parents separated _____
- Parents divorced-Child lives primarily with: Mother ____ Father ____ Legal guardian ____
- Foster home____ Father deceased _____ Mother deceased ____ Father remarried _____
- Mother remarried _____ Mixed religion _____

Step parent/Guardian Name: (if applicable)

First Middle Last/Maiden Name

Place of Birth Citizen of U.S.? Religion

Business/Occupation Business Address Business Phone

FAMILY NAME _____

CHILD'S NAME _____ **GRADE ENTERING** _____

Please answer the following questions as briefly and as honestly as you can.

1. Why do you want your child/children to receive a Catholic Education?
 - (a) Why do you want your child to attend St. Edward School?

2. Your child will receive daily religious instruction in the tradition, doctrine, and sacramental life of the Catholic church. How will you support and encourage his/her growth and development of faith at home while receiving instruction in this Catholic School?

3. What services or support has your child received in or out of school?

4. (a) Has your child had an educational assessment or evaluation done? If yes, please provide date and type of assessment.
 - (b) Are you willing to share the results with our principal, school counselor and/or special needs coordinator in order for St. Edward School to best serve your child's needs?
 - (c) Does your child have a current IEP?

5. Are you willing to provide help or assist your child in academic, social, psychological and behavioral areas if needed?

6. Are you aware that our school has limited personnel to meet the "special needs" of some children?

7. Financial support, Fundraisers, and service at school functions are definite requirements for St. Edward School families. Parents are expected to complete 30 hours of service (25 hours for single parent families) during the school year and attend PTG meetings once a month. Do you understand this and are you willing to fulfill these obligations and responsibilities as an active member of the St. Edward School community?

8. Do you understand the TUITION GUIDELINES?
Do you foresee any need for tuition assistance? If so, please explain.

9. If you have applied for more than one child, but only one can be accepted, do you still wish one child to attend St. Edward School?

Criteria for Acceptance for the 2010-2011 School Year:

- A student must be 5 years old by December 1st for Kindergarten.
- Pass entrance exam or Readiness Screening.
- Have siblings in the school.
- Be registered, active members of St. Edward Parish.
- Be active members of a neighboring parish.
- Inactive parishioners.
- Non-Catholics.
- Score of entrance test.

A letter of acceptance or non-acceptance will be mailed to individual families in March for Kindergarten and May for all other grades.