

Saint Edward School
5788 Thornton Avenue, Newark, CA 94560
(510) 793-7242 * Fax (510) 793-3189

www.stedwardnewark.org

January, 2012

Thank you for your interest in St. Edward Parish School. We are happy to forward you our application materials for the 2012-2013 school year. Please complete **all** parts and return the application to the school office no later than **Thursday, February 16, 2012** to be included in the first testing dates.

Tuition assistance is available for St. Edward School. Please review the Tuition Assistance Information Form included in this packet.

Testing for students interested in Kindergarten will be on Saturday, February 25, 2012 and you will be notified of the scheduled **time** for your child *by letter* **after** Feb. 22nd. Parents will be interviewed at the same time. Testing for all the remaining grade levels will be on Wednesday, February 22, 2012 at 1:30pm. 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 after these first testing dates.

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 9 siblings for Kindergarten at this time, leaving approximately 26 openings for the Fall term. Currently in the upper grades, we do have limited openings and additional openings may become available if a current student does not return. Students returning an application and taking the test in February will be contacted for a parent interview to fill the openings available in the desired grade level.

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

Sincerely,

Gregory M. Fonzeno
Principal

Saint Edward School

Please keep this reminder of important upcoming events:

Sunday, Jan. 29, 2012	9:30am – 12noon	OPEN HOUSE
Thursday, Feb. 16, 2012		All applications are due
Wednesday, Feb. 22, 2012	1:30pm	Testing for Grades 1-7
Saturday, Feb. 25, 2012	8:00am - 12 noon*	Kinder testing and parent interviews

*YOU WILL BE NOTIFIED OF YOUR EXACT APPOINTMENT **TIME** BY LETTER AFTER FEBRUARY 22, 2012.

- **You must return 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 from the first testing is long.**

ST. EDWARD SCHOOL
5788 THORNTON AVENUE
NEWARK, CA 94560

TUITION PROGRAM for 2011-2012
(Please note these are NOT the rates for the 2012-2013 school year)

ANNUAL TUITION FEES

1 student	\$ 6,406.00 (Discounted, fundraising required)
Or 1 student	\$7,155.00 (Full tuition, no fundraising required)
2 students	\$11,210.00 (or \$14,310 with no fundraising required)
3 students	\$14,498.00 (\$21,465 with no fundraising required)
4 students	\$17,934.00 (\$28,620 with no fundraising required)

REGISTRATION FEES

I. PER STUDENT FEES-

Diocesan School Dept. Assessment	71.00
Student Accident Insurance	8.10
Health Fee	6.60
ITBS Testing	12.75
CTN fees	10.50
Dominican Assessment	5.00
Earthquake Supply Replenishment Fee	5.50
Books and School Supplies	175.00
Classroom Celebration Fee	10.00
Faith Family T-Shirts	10.55
Technology Fee	<u>130.00</u>
PER STUDENT Total	445.00

II. PER FAMILY FEES-

Parent Notification System	4.00
PTG Dues	<u>25.00</u>
PER FAMILY Total	29.00

TOTAL REGISTRATION FEE (ONE STUDENT) **\$ 474.00**

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PLEASE ADD to total registration fee IF APPLICABLE~

Each additional student	445.00
Graduation fee (Gr.8)	150.00
First Communion/Penance fee (Gr.2)	120.00
New Family Fee	100.00
Memory Card Reader (Gr. 7 & 8)	8.00

Tuition may be paid in advance or paid in ten equal installments due July through April. An email from FACTS Tuition Mgmt. will be sent five days in advance as a reminder of withdraw of funds (EFT) on the 5th or 20th of each month. Parents will be notified by email if payment attempt fails. It is up to the parent to contact the Principal if financial difficulty occurs. A reattempt will automatically take place in two weeks including a FACTS charged \$25.00 late fee.

Guidelines for Tuition Payment

Payment is due either the 5th or 20th of each month from July through April. The registration fee is due on Wednesday, May 25, 2011 at the school office. Each family will have an account set up with FACTS Tuition Mgmt. for an electronic transfer of funds each month. 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 an electronic fund withdraw cannot be made, a reattempt is made in 15 days and a \$25.00 fee is charged as a late fee by FACTS. If you foresee a need to extend a monthly payment by a few days or a week, please contact the school bookkeeper at least two days in advance of due date. Delinquency in tuition has an effect on the financial stability of the entire school program and payment is a contractual obligation of parents.

Eighth Grade Parents 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.

(4/11)

St. Edward School Tuition Assistance Information

St. Edward School is dedicated to providing a quality Catholic education to qualified students regardless of family financial circumstances. In support of this mission, a need-based tuition assistance program exists to provide support to those families whose financial resources cannot provide fully for the cost of a St. Edward education. Although funding is limited, every effort is made to meet a family's need.

Tuition assistance awards are made for a one-year period and must be renewed each year for returning students. Decisions for financial aid and admissions are made separately. A completed admissions application must be on file in the office in order to be considered for financial assistance.

Frequently Asked Questions

How to Apply for Tuition Assistance:

All families applying for tuition assistance are required to submit a confidential application from *Private School Aid Service* (PSAS). PSAS applications may be picked up in the school office. Some families may also qualify for *The BASIC Fund* (see The BASIC Fund information below). The BASIC Fund is an online process at www.basicfund.org. **It is important that financial aid applications be submitted on time due to the limited funds available.**

Who is eligible for tuition assistance?

All families who have a student at or applying to St. Edward School are eligible to apply for tuition assistance.

How does the school determine a family's eligibility for tuition assistance?

All tuition assistance granted is based on financial need. This is determined from the PSAS application. The school looks at family income as well as other factors that might affect a family's ability to pay.

What other types of assistance is available?

PSAS forwards every tuition assistance application to Family Aid for Catholic Education (FACE). FACE is a program funded and administered by the Diocese of Oakland. These awards are determined by FACE and then communicated to St. Edward School.

The BASIC Fund (Bay Area Scholarships for Inner-City Children) is a privately funded program whose mission is to broaden the educational opportunities for inner-city children by helping low-income families afford the cost of tuition at private schools in the Bay Area.

The program is available to students entering Kindergarten through eighth grade to attend private schools in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma Counties. The program provides scholarships to help families send their children to the private school of their choice. The BASIC Fund scholarships are awarded on the basis of financial need. The BASIC Fund is primarily for students entering a Catholic school for the first time.

How do I apply for FACE?

PSAS will forward your application information to FACE. There is no need to apply separately.

If I applied for and received assistance last year, do I have to apply again this year?

Yes. Each family must apply every year in order to receive tuition assistance. Returning families who have significantly different economic circumstances this year may receive more or less assistance than they received last year.

What if my taxes are not completed by the application deadline?

In order to facilitate the application process, we encourage you to get your taxes done early to meet the deadlines. Federal Income Tax Returns from the previous year may be used if they are accompanied by the W-2 forms for the current year.

(For Office Use)

APPLICATION FOR

Date Rec'd _____

St. Edward School

Interview _____

5788 Thornton Ave.

GRADE APPLYING: _____

Testing _____

Newark, CA 94560

APPLYING FOR SIBLINGS IN

Cash/Check # _____

(510) 793-7242

GRADE(S) _____

Parish Registered _____

(separate form must be completed)

School Year 2012-2013

Please fill out a separate form for each child.

Child's Name _____
First Middle Last

Address _____
Number Street City ZIP

Home Phone (____) _____ Birth date ____/____/____ Year

*****Circle One: Male/Female**

School Information

My child is currently in grade: (circle one) **NONE-PK-K-1-2-3-4-5-6**

AT: _____
Name of School City Telephone No.

**Is your child currently receiving:

**Has your child ever received:

Special Education ___ Yes ___ No

Special Education ___ Yes ___ No

Resource Classes ___ Yes ___ No

Resource Classes ___ Yes ___ No

Related Services ___ Yes ___ No

Related Service ___ Yes ___ No

Please specify these services (Speech, counseling, etc.) _____

DISCIPLINE History: My child has been recommended for expulsion. YES/NO (circle one)
My child has been expelled. Yes/No (circle one)

If yes, Name of school: _____ School Year of expulsion _____

DATES & FEES FOR THOSE APPLYING TO KINDERGARTEN

- Completed applications must be turned into the school office by February 16, 2012.
- You will be contacted as to an *exact time* for the Kindergarten assessment on Saturday, February 25, 2012.
- **A \$30.00 testing fee will be due at the time of assessment.**

DATES & FEES FOR THOSE APPLYING TO GRADES 1-7

- Completed applications must be turned into the school office by February 16, 2012.
- All students will be tested on Wednesday, Feb. 22, 2012 and must arrive by 1:15pm.
- **A \$30.00 testing fee will be due at the time of testing.**
- **A copy of your child's most recent report card will be due at the time of testing.**

I hereby certify that the information in this packet is accurate.

Father or Guardian _____

Mother or Guardian _____

Date _____

(Please complete all 4 pages)

- 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? _____ Year graduated? _____
- Are you an alumni of any Catholic School? _____ If yes, where? _____
- What year did you graduate? _____

CHILD'S NAME _____

First	Middle	Last	
Place of Birth	Citizen of U.S.?	Religion	Baptized?

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
<i>Business/Occupation</i>	<i>Business Address</i>	<i>Business Phone</i>

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?
 - (b) How did you hear about 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. 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 or a 504 Plan with a public school district?
5. Are you willing to provide help or assist your child in academic, social, psychological and behavioral areas, if needed, at an additional cost to you?
6. Are you aware that our school has limited personnel to serve students with "special needs"?

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 2012-2013 School Year:

* A student must be 5 years old by November 1, 2012 for Kindergarten

AND

* Qualify for entrance through Readiness Screening.

Priority of Acceptance, if above criteria is met:

1. Have siblings in the school.
2. Be registered, active members of St. Edward Parish.
3. Be active members of a neighboring parish.
4. Inactive parishioners.
5. Non-Catholics.
6. Score of entrance test.

A letter of acceptance or non-acceptance will be mailed to individual families in March.