

Admission and Readmission Policy

Parishioners:

All Catholic children living within the parish boundaries are eligible for admission as long as they meet the registration requirements and the class size of 25 has not been reached. Admission is made through formal registration.

Admission and readmission are on an annual school year basis. If a student leaves St. Joseph School and wishes to re-enroll, a meeting with the principal is required.

Non-Parishioners:

If class size permits, Catholic children from other parishes may be admitted.

Other Faiths:

If class size permits, children of non-parish members may be admitted.

Admission to St. Joseph School in Amherst is in accordance with the laws of the State of Ohio as well as the Cleveland Catholic Diocese. A student will be admitted to our school as determined by age of child, appropriate evaluation, screening, and availability of space in the classroom, as well as at the discretion of the principal. No discrimination is made due to race, religion, or nationality.

Registration

Yearly registration of current students is held in January. At this time parents/guardians indicate their intentions of sending the child to St. Joseph School for the succeeding year.

Registration of new students to the school is taken after re-registration in late January/early February. Open registration typically begins on the Sunday of Catholic Schools Week when our school Open House takes place. All current test scores plus current grades/discipline records may be needed before an admission decision will be made. The principal may request a conference with the student/family.

****For ALL enrollments there is a \$75 non-refundable registration fee due at the time of re-enrollment or enrollment. This fee is per student.

Kindergarten Registration

Children should **be five years old on or before August 1** to be admitted to Kindergarten. **At the time of registration, the following documents are required:**

- 1. a birth certificate**
- 2. a baptismal certificate (if Catholic) (unless baptized at St. Joseph Church)**
- 3. full copy of any divorce/custody decree with Clerk of Court filing stamp.**

Waiting List: Once the class size is at quota, a parent wishing to register a child in St. Joseph School may place the child's name on a waiting list. As soon as there is an opening, the parent will be notified.

Withdrawal: Notify the school office. All tuition and fees must be paid before records are sent. Tuition and fees must be paid in a timely manner or school/parish will take legal action.

Class Makeup

We will strive to keep class size at a maximum of 25 students. However, it will be at the discretion of the principal and the advisement of the classroom teacher as to the addition of more than 25 per room. The principal will take into consideration the best interest of each child in the entire classroom makeup.