

Immaculate Heart of Mary School

2010/2011 School Registration Information

New Students

We would like to welcome you to Immaculate Heart of Mary School! Please visit our website at www.ihomschool.org to gain even more information about our school. The month of February is reserved for registration. Bring your Registration Packet to the School Office as soon as it is complete but remember to bring in your paperwork by the registration deadline (see schedule below). School Office hours are 7:30 a.m. until 3:15 p.m. You may direct questions concerning registration to Debbi Hill, Office and Admissions Administrator, at 388-3020 or DebbiH@ihomschool.org You will be contacted in early March regarding enrollment status and at that time your deposit check will be processed or returned. Before a student can be considered for enrollment the following items **MUST** be received:

- Yellow Family/Student Registration Form (*last form in this packet*)
- Registration Policy Form
- Tuition Payment Commitment Form
- New Student Data Form (*Social Security Number must be listed or registration will not be processed*)
- Survey for Parents of Incoming Students
- Principal/Director Recommendation (*For grades 1-8. Must be mailed from previous school and received by our Admissions Office before enrollment is complete*)
- Deposit Check (*payable to IHM School*)
- Release of Records Form (*sign and return this form to OUR School Office - this Release Form will not be mailed until the withdrawal date from your child's current school.*)
- If transferring from another Catholic or private school, attach a personal letter stating that your financial obligations to the school are current
- Copy of Birth Certificate (*if you submitted this previously when pre-registering your child for Kindergarten you do not need to provide another copy*)
- Copy of Baptismal Certificate (*unless baptized at Immaculate Heart of Mary Parish*)
- Letter of good standing from a former parish (*if Immaculate Heart of Mary parishioner less than six months*)
- Copy of court order granting custody (*in cases of divorce, adoption, foster parenting or other court-ordered custody*)
- Students entering grades 2-8: Copies of current and previous standardized testing and report cards (*current year and past two years*)
- Copies of psychological testing, current IEP or ISP, or medical testing which may relate to student's learning, or success in school

PARENTS OF STUDENTS ENTERING GRADE K AND GRADE 1 There is no readiness assessment for Grade K. Incoming students in Grades K and 1 will have a limited schedule the first week of school. More information will be sent at a later date.

PARENTS OF INCOMING FIRST GRADERS A readiness assessment must be given to every child entering our first grade. You will be notified if the readiness assessment determines your child is not ready for first grade. The assessment is scheduled for March 22, 23, 25. The assessment includes language development, auditory perception, vision and hearing screening. Call Lisa Day at 388-3021 after February 11 to schedule a date for your child's assessment.

UNIFORMS

- Our 2010/2011 Dress Code can be found on our website this summer. A short version is in ***We are IHM.***
- Our PTO manages a Used Uniform Program. This is your opportunity to purchase used polo shirts, skirts/skort, sweatshirts and pants. On Tuesday, May 18, from 6:30-7:30 p.m. the PTO will hold a Used Uniform Sale at our school. Cash only (checks will not be accepted)! Bring singles as change will not be available.
- Schoolbelles is our uniform supplier (school code 1924, www.schoolbelles.com). Measuring Night is Thursday, May 20, 6:30 in Heritage Hall. Some items are also available at Lands End www.landsend.com/school 1-800-469-2222 Preferred School Code 9001-3221-8.

REGISTRATION SCHEDULE

WEEK OF February 1: Current Immaculate Heart of Mary School students and their siblings
WEEK OF February 8: Parish families with new students whose siblings have graduated from Immaculate Heart of Mary School and whose parents have remained active parishioners
WEEK OF February 15: Children of parish families who will be enrolling for the first time in Immaculate Heart of Mary School
WEEK OF February 22: Children whose families are parishioners at another Catholic Parish which does not have a school with the agreement of their pastor to pay the parish subsidy and registration for children of non-parishioners

2010/2011 TUITION

The Immaculate Heart of Mary Parish School serves the spiritual and educational needs of parishioners and others who support the value of a Catholic education for their children. As you know, school tuition does not cover the total cost of education here at Immaculate Heart of Mary Parish School. Part of the contributions made to the Sunday and holyday offertory are used to support the school, one of the parish's largest ministries. Parish and School Administration, in consultation with the Parish Pastoral Council, the Education Commission, and the Administration & Finance Commission, determine the amount of tuition each year.

2010/2011 GRADE 1 - 8 TUITION

NOTE: A Technology Fee (\$30 per child) and a FACTS fee (\$41 per family) are included in the tuition prices below. If you opt to prepay in full by July 1, 2010, you will receive a \$41 credit at the time of your prepayment.

Number of Children in Grades 1-8	Parishioner	Non-Parishioner (Families who are not registered in the parish or registered families with no record of parish support)
1	\$3,550	\$6,138
2	\$6,806	\$12,235
3	\$9,151	\$18,332
4	\$10,456	\$24,429
5 or more	\$10,965	\$6,097 per child + \$41 per family

2010/2011 KINDERGARTEN TUITION (\$100 Pre-Registration fee is included in the totals below.

If this fee was paid previously, DEDUCT \$100 from the total listed.)

Number of Children in Kindergarten	Parishioner	Non-Parishioner (Families who are not registered in the parish or registered families with no record of parish support)	+Deduct FACTS fee (\$41) from this amount if family is enrolling siblings in grades 1-8
1	\$3,671+	\$6,138 +	
2	\$7,301	\$12,235	

Our school is able to offer a wide variety of optional programs including the following:

- Weekly Mass
- An Intervention Assistance Team who provide services to more than 300 students throughout the school year
- Twenty four classroom teachers, fourteen full and part time related arts teachers
 - All teachers hold valid Ohio teaching credentials
- Twelve full time equivalent teaching assistants
- Renovated school with air-conditioned classrooms
- Playground facility for outside recess
- Five academic classes and one religion class per day
- Teacher assistants in each kindergarten classroom
- Teacher assistants in all grade levels
- Library and full time librarian equivalent
- Band, choir, keyboard, strings programs offered during the school day
- Computer lab with teacher
- Stewardship projects
- Olweus Bully Prevention Program
- Extensive technology including laptop carts, electronic whiteboards, digital equipment, projectors and extensive software programs
- Enrichment program for identified students
- Making a Great Brain Better program for junior high
- Fully equipped and maintained science lab for the junior high
- Cafeteria with hot meal program
- Gym facility for physical education classes
- After Care program
- Broadcast studio
- Starlab portable planetarium

Parishioner Guidelines

The school handbook admissions policy states: Families who regularly participate in parish religious practice and worship at Immaculate Heart of Mary Parish, or another parish from which they have recently moved, and have done so for a minimum of six months prior to registration including all of the following: regular Sunday Mass attendance and use of envelopes (no minimum dollar amount required), support of all sacramental programs, participation in religious formation programs. A yearly stewardship pledge, volunteer time and talent in ministries and organizations associated with the school and/or parish, financial support of the church to the best of the family's ability. Parishioner status will be reviewed on an annual basis.

Tuition Assistance Policy for Parish Day School Families

Immaculate Heart of Mary Parish provides tuition assistance to help parish day school families remain in the school. Active parishioners may apply for assistance by completing an application which is available through the parish or school office.

The application will be processed by a third party company which will apply designated criteria in order to rank eligibility and determine dollar amounts available for assistance. The application must be submitted by specified dates, and eligibility for these financial grants will be determined by April 15. All parents registering for the next school year are expected to submit a tuition deposit during the February registration period, regardless of whether or not they are currently on financial assistance. If a financial crisis occurs during the course of a school year, parents will have an opportunity to complete an application for financial assistance at that time.

If financial circumstances change, prayerfully consider repaying the parish for the assistance you have received.

To apply for tuition assistance secure a PSAS (Private School Aid Service) packet from the parish (388-4183) or school office (388-3020). There is a processing fee. The form and fees must be received in the PSAS office in Lakewood, Ohio by March 15, 2010. The entire matter is confidential. If there are special circumstances or "hardship" cases, please contact the Pastor at 388-4466.

IMPORTANT TUITION PAYMENT OPTIONS FOR THE 2010- 2011 SCHOOL YEAR

Immaculate Heart of Mary School offers **two** payment options: Payment in full by July 1, 2010 or nine monthly payments via ACTS Management. FACTS Management Company serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools. You will be receiving a TAB Statement (Tuition Account Billing Statement) from FACTS Management Company. It will list your total tuition balance due the school for the upcoming school year along with instructions on how to make your full payment OR enroll in a payment plan online.

Please do not discard your TAB Statement. If you budget your payment of tuition through FACTS, you will need this statement to make your payment.

1. Paying in Full – Due July 1, 2010

If you choose the single pay option on your registration form, the IHM Tuition Office will send you a statement in June and payment will be due July 1, 2010. There will be a \$41 FACTS credit on your June statement for timely pre-payment of tuition by July 1, 2010. If the payment is received after July 2, 2010 you will be charged \$41 and monthly FACTS payments must be set up.

2. Nine Monthly Automatic Withdrawal Payments via FACTS Management.

If you choose to budget your tuition payments through FACTS on your registration form, a statement from FACTS will be mailed to you in June 2010. Once you receive that statement, you must go online and follow the instructions on the statement to set up your payments. If you do not do this prior to July, you will be charged a late fee. The monthly payments will be withdrawn July 2010 through January 2011, February payment will be skipped, and then withdrawals resume in March and April 2011. You will be given a choice of withdrawal dates during the month:

- A. Automatic payments are processed from your checking or savings account (ACH) on the 5th **or** the 20th of each month
- B. Automatic payments are processed from your credit card (Discover, Amex, M/C) on the 5th **or** the 20th of each month. Note: a "convenience fee" (2.5%) will be applied for credit card payments.

You must respond to this TAB invoice by taking the action noted above in order to complete your enrollment.

If any step of the process is unclear, or if you have any questions about the tuition payment process, please do not hesitate to contact Sandi Zibulka at SandiZ@ihom.org or 388-4183 at the Parish Office.

Sincerely,
Mary Hedger and Nancy Goebel, Co-Principals
Phone: (513) 388-4086

2010/2011 DEPOSIT

The deposit amount listed below (*by check, payable to IHM*) is due by the **2010-2011** registration deadline, along with the Registration Forms. Deposit equals 10% of tuition noted on page one.

Number of Children in Grades 1-8	2010-2011 Parishioner Deposit due at registration (by check)	2010-2011 Non-Parishioner* Deposit due at registration (by check)
1	\$355	\$614
2	\$681	\$1,224
3	\$915	\$1,833
4	\$1,046	\$2,443
5 or more	\$1,097	Call Parish Office for Amount

Number of Children in Kindergarten	2010-2011 Parishioner Deposit due at registration (by check)	2010-2011 Non-Parishioner* Deposit due at registration (by check)
1	\$367	\$614
2	\$730	\$1,224

**A returned check fee of \$50 will be charged for returned deposit checks.
Returned checks will result in loss of placement for your child.**

Parish Day School Registration Policy

(The bottom section of this sheet must be signed and returned with Registration Forms)

Policy:
Families wishing to enroll their child(ren) at the Immaculate Heart of Mary Day School for the following academic school year are to remit a deposit which is due by the enrollment date appropriate for their status (e.g. returning students, new students/parishioners, new students/non-parishioners, etc.), and is set by the administration for each new academic year.

- (a) Families with a *demonstrated financial hardship* (as defined by the parish financial assistance policy) may request that other arrangements for the deposit be made. Such requests will be evaluated by the Principal(s) on a case-by-case basis, but must include a deposit of an agreed amount by the original date due and payment of the deposit must be completed by May 1. Failure to meet the agreed upon dates may result in the loss of your child(ren)'s place in the school.
- (b) Upon a formal request from the parents to the Principal(s) before May 1, a deposit may be refunded provided that another student(s) is(are) available to take the vacated place(s).
- (c) After May 1, the deposit is non-refundable, except as follows:
With sufficient cause, parents may petition the principal(s) in writing for a refund after May 1.
If a refund is granted at any time and for any reason, a processing fee of 15% may be assessed.

(Return this section with Registration paperwork)

I acknowledge that I have read all information included in this 2010/2011 registration packet, including the Tuition Assistance Policy and the Registration Policy, and I agree to abide by them.

Name of parent(s) {Please Print} _____

Signature of parent(s) _____

**Immaculate Heart of Mary Parish School
Tuition Payment Commitment 2010-2011 School Year**

**Parent(s) Responsible for
Tuition Payments**

Address	_____	
City/State/Zip	_____	
Daytime Phone	_____	
e-mail	_____	
	Student Names	Grade 2010/11
Student Name	_____	_____
Student Name	_____	_____
Student Name	_____	_____
Student Name	_____	_____
Student Name	_____	_____

I (We) have reviewed the Tuition Payment Plans for the 2010-2011 school year and agree to pay my (our) child(ren)'s tuition using the payment option checked below.

- A. Single pay – Payment by check due no later than July 1, 2010. A statement will be sent to you in June deducting your February deposit and the \$41 FACTS fee from the tuition amount shown on page one.
- B. Nine equal payments via FACTS transaction withdrawals from my (our) account, July through April, skipping the month of February, or via credit card at a 2.5% fee. Once you choose this option, the \$41 FACTS fee must be paid even if after July 1 tuition is paid in full.

By signing below, I (we) state our intentions to pay for the cost of our child/children.

Signature	Date	Signature	Date	

Please return

- **This form with a payment option selected**
- **New Family/Student Registration Form**
- **Student Data Form (don't forget the Social Security Number)**
- **Deposit Check**
- **Registration Policy Form**
- **Release of Records Form**
- **and any other required forms by the registration deadline.**

Return this survey (if possible, with a snapshot of your child, which we would like to keep) when you register

SURVEY FOR PARENTS OF INCOMING KINDERGARTEN STUDENTS

Describe your child's religious education experiences.

Describe your child's current or chronic health problems (e.g., vision, hearing, speech, currently on medication, frequent earaches, allergies, seizures, diabetes, etc.).

Does your child take medication on a seasonal or regular basis? If yes, what kind? For what condition? Prescription or non-prescription?

Has your child attended pre-school? If yes, how many years and what school/s?

How many siblings does your child have? What are their names and ages?

Are there any family concerns we should know about in order to help your child?

Use the area below or the back of this sheet to describe any concerns you have about your child's academic or social progress as well as information you feel is important to help us better understand your child. We do not honor requests for particular homeroom teachers.

NOTE: Any false or misleading information may result in loss of placement for your child in our school.

Parent/Guardian Signature _____ Date _____

Student Name _____ Student Date of Birth _____

Return this survey (if possible, with a snapshot of your child, which we would like to keep) when you register

SURVEY FOR PARENTS OF INCOMING GRADE 1-8 STUDENTS

Describe your child's religious education experiences.

Describe your child's current or chronic health problems (e.g., vision, hearing, speech, currently on medication, frequent earaches, allergies, seizures, diabetes, etc.).

Does your child take medication on a seasonal or regular basis? If yes, what kind? For what condition? Prescription or non-prescription?

Has your child ever been tested or diagnosed as being learning disabled, hyperactive, having attention deficit disorder or some other condition which affects learning (describe)? If so, include copies of any ISP or IEP plans from previous school.

Describe your child's ability to work independently and follow directions.

Describe your child's interactions with peers and adults, e.g., loner, joiner, seeks adult attention, a leader, etc.

Describe some of your child's activities.

Does your child belong to any groups or organizations? School or Community? Which ones?

Use the back of this sheet to describe any concerns you have about your child's academic or social progress as well as information you feel is important to help us better understand your child. We do not honor requests for particular homeroom teachers.

NOTE: Any false or misleading information may result in loss of placement for your child in our school.

Parent/Guardian Signature _____ Date _____

Student Name _____ Student Date of Birth _____



Immaculate Heart of Mary School

Over 50 Years of Catholic Education
U. S. Department of Education
2004 No Child Left Behind Blue Ribbon School
7800 Beechmont Avenue, Cincinnati OH 45255
513/388-4086 FAX 513/388-3026
www.ihomschool.org
DebbiH@ihomschool.org

Principal/Director Recommendation for Grades 1-8

Please complete and mail this form to: Admissions Administrator, IHM School, 7800 Beechmont Avenue, Cincinnati OH 45255. Do not return the completed form to the parents. This information is a necessary part of our admissions process and will be held in strict confidence. We appreciate your time and cooperation.

Student's Name _____ Current Grade Level _____

STUDENT EVALUATION

Has the student ever been suspended? No Yes (Please explain: _____)

Has the student ever been expelled? No Yes (Please explain: _____)

Please check all boxes that describe this student:

- | | | |
|---|---|--|
| <input type="checkbox"/> Always Cooperative | <input type="checkbox"/> Well Mannered | <input type="checkbox"/> Cooperates Only When Serves Personal Interest |
| <input type="checkbox"/> Positive Influence | <input type="checkbox"/> Negative Influence | <input type="checkbox"/> Immature, Often in Trouble |
| <input type="checkbox"/> Responsive in Class | <input type="checkbox"/> Basically Indifferent | <input type="checkbox"/> Does Not Participate in Class |
| <input type="checkbox"/> Considerate | <input type="checkbox"/> Takes Responsibility for Actions | |
| <input type="checkbox"/> Leader | <input type="checkbox"/> Follower | <input type="checkbox"/> Guidance is Necessary to Stay on Task |
| <input type="checkbox"/> Over-achiever | <input type="checkbox"/> Irregular Achievement | <input type="checkbox"/> Achievement Below Ability |
| <input type="checkbox"/> Loner | <input type="checkbox"/> Makes Friends Easily | |
| <input type="checkbox"/> Well Organized | <input type="checkbox"/> Usually Prepared | <input type="checkbox"/> Disorganized |
| <input type="checkbox"/> Works Independently | <input type="checkbox"/> Does Not Stay on Task | <input type="checkbox"/> Works Well in Group Setting |
| <input type="checkbox"/> Always Constructively Involved | <input type="checkbox"/> Easily Distracted | <input type="checkbox"/> Disruptive |

(OVER)

Student's academic strengths:

Student's academic weaknesses:

PARENT INVOLVEMENT

Parent/Guardian's level of cooperation with faculty/administration regarding policies and procedures:

- Always Cooperative Usually Cooperative Not Usually Cooperative
 Minimum Communication Argumentative

To your knowledge is the parents' perception of their child compatible with the school's understanding of the child? Explain.

For academic reasons I recommend this student:

- Strongly Moderately With Reservation

For character reasons I recommend this student:

- Strongly Moderately With Reservation

Name of Person Completing Form (Please Print) _____

Signature _____ Date _____

Title _____ Telephone _____ Ext _____

School Name _____

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U. S. Department of Education

2004 No Child Left Behind Blue Ribbon School

7800 Beechmont Avenue, Cincinnati OH 45255

513/388-4086 FAX 513/388-3026

www.ihomschool.org e-mail: DebbiH@ihomschool.org

The student(s) listed below have entered our school for the 2010/2011 school year.

STUDENT

GRADE (2010/2011)

_____	_____
_____	_____
_____	_____

Please send all records, transcripts, speech and hearing, psychological testing, ISP's, comments, or any other useful information which would assist us in aiding the student in adjusting to this new situation. Include the student's health and immunization records. Thank you for your prompt cooperation in this matter.

AUTHORIZATION TO RELEASE PUPIL'S SCHOOL RECORDS

NAME OF PREVIOUS SCHOOL

ADDRESS (Street Address, City, State, Zip Code, Telephone)

NAME OF PRINCIPAL AND/OR COUNSELOR

I hereby authorize you to release my child(ren)'s school records to
Immaculate Heart of Mary School.

Parent/Guardian Signature

Date

Immaculate Heart of Mary School Long Range Planning

Would you please take a moment to assist us in planning for the future of our school? We appreciate your cooperation!

Parent Name _____

Home Phone _____

List the names and birth dates of any young children in your family who **DO NOT YET ATTEND OUR SCHOOL** (*do not include 2010/2011 Immaculate Heart of Mary School incoming students for grade K and 1*).

Birth Date

Child's Name

____/____/____

____/____/____

____/____/____

____/____/____

____/____/____

____/____/____


~~~~~2010/2011 NEW FAMILY/STUDENT REGISTRATION FORM~~~~~


Immaculate Heart of Mary School ~7800 Beechmont Avenue ~ Cincinnati Ohio 45255 ~ 513/388-3020 ~ www.ihomschool.org

Please PRINT CLEARLY and USE A PEN WITH BLACK INK. Thank You!

Today's Date _____

Year of Registration in Immaculate Heart of Mary Parish _____

Offertory Envelope Number _____

STUDENT'S FIRST AND LAST NAME	NICKNAME (ONLY if preferred as FIRST name)	Grade in 2010-2011

STUDENT/S: African American Hispanic Asian Amer Indian/Alaskan Caucasian Hawaiian/Pacific Islander Multiracial

PARENTS: Married Single Separated Divorced Mother Deceased Father Deceased Other

STUDENT/S LIVE WITH (Check all that apply): Mother Father Stepmother Stepfather Other: _____
(in the case of divorce, adoption, foster parenting or other court ordered custody, attach a copy of the court order granting custody)

PUBLIC SCHOOL DISTRICT WHERE STUDENT LIVES:

Forest Hills West Clermont Milford New Richmond City of Cincinnati Other _____

CHECK ALL THAT APPLY:

- Active IHM Parishioner New Student with sibling who graduated from IHM School in year _____
 Non-Parishioner At least one parent is an alumnus of IHM School

FAMILY E-MAIL: Primary E-mail _____

Secondary E-mail _____

May we publish this in the PTO Directory? Yes No

May we publish this in the PTO Directory? Yes No

Father/Guardian Name _____ Home Address: Street City State Zip Code _____ Father/Guardian Religion Home Telephone _____ Work Telephone Employer _____ Cell/Mobile Telephone Pager Number _____ Father/Guardian Signature: _____	Mother/Guardian Name _____ Home Address: Street City State Zip Code _____ Mother/Guardian Religion Home Telephone _____ Work Telephone Employer _____ Cell/Mobile Telephone Pager Number _____ Mother/Guardian Signature: _____
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Non-Custodial Parent Information (if applicable):

Do you want this person's name, home address, home phone and e-mail published in the PTO Directory? Yes No

Name _____ Home Phone _____

Complete Home Address _____

Work Telephone _____ Cell/Mobile Phone _____ E-Mail _____

PLEASE DO NOT WRITE IN THIS SECTION (Office use only) Thank You!			
Date Deposit Rec'd	Regn Policy	Baptismal C	2-8 Rpt Cds
\$ Amt	Tuition Commitment	Birth C	Release of Records
Check #	Grade Level/s:	Parent Survey	Parent Fin'l School Ltr
		Principal/Dir Survey	Parish Gd Stnd
Initial	Student Data Form		Custody
Date to PO	Social Security #	2-8 Testing	