

SAINT CLARE SCHOOL  
137-25 Brookville Boulevard      Rosedale, New York 11422  
(718) 528-7174      Fax (718) 528-4389  
Accredited by the Middle States Association of Colleges and Schools

# REGISTRATION

**OPEN HOUSE – SUNDAY, JANUARY 29, 2012  
1:30 – 3:00 PM**

**REGISTRATION – SUNDAY, JANUARY 29, 2012  
1:30 – 2:30 PM**

**OPEN HOUSE – FRIDAY, FEBRUARY 3, 2012  
9:00 am – 10:00 PM**

***Registration will be held from 9AM to 11AM on the  
following dates:***

**Monday, January 30 through Friday, February 3, 2012**

**Also on the following TUESDAYS from 9AM to 11AM:**

February 7	May 1
February 14	May 8
February 28	May 15
March 6	May 22
March 13	May 29
March 20	June 5
March 27	June 12
April 3	June 19
April 17	June 26
April 24	

**EVENING REGISTRATION on the following WEDNESDAYS 6:30 pm TO 7:30 pm**

February 8      May 9

**CHECK OUT OUR WEBSITE AT: [stclarerosedale.com](http://stclarerosedale.com)**

**PLEASE SEE THE REVERSE SIDE OF THIS SHEET FOR THE APPLICATION PROCESS**

# ST. CLARE SCHOOL

## APPLICATION PROCESS

1. Fill out the front and back of the Registration Application.
2. Read and sign the back of the St. Clare Financial Policy and the Student Contract. **Your child will not be registered if the Financial Policy and Student Contract is not signed.**
3. Fill out the Religious Census form.
4. Attach a check or money order for the following fee:
  - \$75.00 for Application Fee
5. Submit the application along with the following paperwork:
  - Birth Certificate
  - Baptismal Certificate
  - Proof of Address (i.e. utility bill, bank statement)
  - Social Security Card for your child
  - Proof of Immunizations
  - Copy of most current report card, and final report card from previous grade.
  - Copy of Standardized Test Scores from 3rd grade on up

**Please Note: Any applications missing paperwork will be put in a hold file until all paperwork has been received.**

- All new students are on probation for the entire first year at St. Clare School, therefore, your child's acceptance is conditional upon periodic academic and social evaluations by teachers and administration.
- Acceptance notification will be by mail. Once accepted a registration fee of \$150.00 will be required (see Financial Policy attached). Enclosed with the acceptance letter will be a Health Form, Student Emergency Information Sheet, Bus Application Form, Tuition Coupon Sheet, Early Morning/After-school Form and **Marlou Uniform Measurement Form (Marlou is the only official uniform company for St. Clare School.)**

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

**STUDENT INFORMATION - Please Print Clearly and Answer All Questions**

CHILD'S LAST NAME	FIRST NAME	MIDDLE NAME	SEX MALE ( ) FEMALE ( )
DATE OF BIRTH (MM/DD/YYYY)	STATE OF BIRTH/COUNTRY	CHILD'S SOCIAL SECURITY NUMBER	
CHILD'S STREET ADDRESS	CITY, STATE	TELEPHONE NUMBER	
STUDENT'S RELIGION	NAME AND ADDRESS OF THE CHURCH YOUR CHILD ATTENDS		
WHO DOES THE CHILD LIVE WITH? BOTH PARENTS ( )	SINGLE PARENT: WHICH ONE? MOTHER ( ) FATHER ( )	FOSTER PARENT ( ) FOSTER PARENT'S/GUARDIAN'S NAME:	GUARDIAN ( )

**FATHER'S INFORMATION: PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS**

FATHER'S LAST NAME	FATHER'S FIRST NAME	PLACE OF BIRTH	LIVING ( ) DECEASED ( )
FATHER'S CELL PHONE NUMBER	FATHER'S E-MAIL ADDRESS	FATHER'S RELIGION	
FATHER EMPLOYED BY	BUSINESS ADDRESS	BUSINESS PHONE #	
FATHER'S STREET ADDRESS (IF DIFFERENT FROM STUDENT'S)	CITY, STATE, ZIP CODE	HOME PHONE NUMBER	

**MOTHER'S INFORMATION: PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS**

MOTHER'S LAST NAME	MOTHER'S FIRST NAME	PLACE OF BIRTH	LIVING ( ) DECEASED ( )
MOTHER'S CELL PHONE NUMBER	MOTHER'S E-MAIL ADDRESS	MOTHER'S RELIGION	
MOTHER EMPLOYED BY	BUSINESS ADDRESS	BUSINESS PHONE #	
MOTHER'S STREET ADDRESS (IF DIFFERENT FROM STUDENT'S)	CITY, STATE, ZIP CODE	HOME PHONE NUMBER	

WHAT LANGUAGE IS SPOKEN AT HOME?	
NAMES OF SIBLINGS ATTENDING ST. CLARE	SIBLING'S CURRENT GRADE
1)	
2)	
3)	

**STUDENT'S EDUCATIONAL INFORMATION**

NAME OF SCHOOL YOU CHILD IS CURRENTLY ATTENDING	SCHOOL'S STREET ADDRESS
SCHOOL'S CITY, STATE, ZIP CODE	SCHOOL'S PHONE NUMBER

HAS YOUR CHILD EVER BEEN TESTED BY THE COMMITTEE FOR SPECIAL EDUCATION (CSE) IN ANY PREVIOUS SCHOOL?  
 YES ( ) NO ( ) IF YES, PLEASE SUPPLY THE DATE \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

DOES YOUR CHILD HAVE A CURRENT INDIVIDUALIZED EDUCATION PLAN (IEP) ON FILE WITH THE CSE?  
 YES ( ) NO ( )

HAS YOUR CHILD EVER BEEN TESTED BY THE COMMITTEE FOR PRE-SCHOOL SPECIAL EDUCATION (CPSE)?  
 YES ( ) NO ( ) IF YES, PLEASE SUPPLY THE DATE \_\_\_\_\_

DOES YOUR CHILD HAVE A CURRENT INDIVIDUALIZED EDUCATION PLAN (IEP) ON FILE WITH THE CPSE?  
 YES ( ) NO ( )

**\*SIGNATURE REQUIRED FOR ALL APPLICANTS:**

I GIVE PERMISSION FOR ANY PSYCHOLOGICAL REPORTS AND OTHER CONFIDENTIAL MATERIAL TO BE RELEASED  
 TO ST. CLARE FROM PREVIOUS SCHOOLS AND CSE.



**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**RELIGIOUS INFORMATION PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS**

CHURCH OF BAPTISM	ADDRESS OF CHURCH	DATE
CHURCH OF PENANCE	ADDRESS OF CHURCH	DATE
CHURCH OF FIRST COMMUNION	ADDRESS OF CHURCH	DATE
CHURCH OF CONFIRMATION	ADDRESS OF CHURCH	DATE

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***No child will be accepted until this contract is signed by a Parent/Guardian. Please read carefully before signing this contract.***

## **Code of Conduct**

- St. Clare students help to create an atmosphere that is conducive to learning, free from bullying, intimidation and harassment.
- St. Clare students demonstrate honesty and trustworthiness.
- St. Clare students deal peacefully with anger, use good manners and are considerate of the feelings of others.
- St. Clare students accept responsibility for their behavior and are self-disciplined.
- St. Clare students speak respectfully to others.
- St. Clare students demonstrate compassion and caring.
- St. Clare students do not use foul language.
- St. Clare students demonstrate good citizenship by maintaining proper behavior at all times.
- St. Clare Students, especially while in school uniform, are recognized as a member of the community, therefore, they are expected to behave in a manner that does not tarnish the school's fine reputation.
- St. Clare students walk quietly in the halls and stairs to ensure that classes in session and office staff are not disrupted.
- St. Clare students do not chew gum in class or on school grounds.
- St. Clare students arrive to school on time and are prepared. This includes but is not limited to homework, books, writing utensils.
- St. Clare students give parents all letters/flyers from the office and teacher(s).
- St. Clare School students wear the proper uniform to school.
- There is zero tolerance for any forms of violence or harassment. If a student physically or verbally fights in an aggressive manner during school or while in school uniform, that student may be sent home. Should unacceptable behavior continue, students will be suspended or asked to leave the school.

## **Automatic Suspension will be given for serious infractions of the school rules such as:**

1. Bringing a weapon to school.
2. Involvement with drugs or cigarettes.
3. Serious theft or vandalism.
4. fighting

**Academic Responsibility-** Since it is our aim to educate students to their fullest potential, it is expected that each child complete all homework and class assignments. Students are expected to study and earn passing grades (70%) for each subject and earn a satisfactory in conduct & personal growth in order to be promoted to the next grade level. Should a student not earn an average passing grade of 70% in each subject or a satisfactory in conduct and personal growth, he/she may not be invited to return for the following year.

**Cell Phone Policy -** Students are not permitted to use cell phones in the school building or on school grounds. The school is not responsible for lost or damaged cell phones. Any cell phone turned on or visible in the building will be confiscated; and a parent must come to the school office to retrieve the phone.

**Technology Policy** -St. Clare students are not permitted to bring technology into the school building that includes but is not limited to video games, iPod, MP3 players, etc. The school is not responsible for any lost items that are banned from the school.

Students that have websites or post information to a website such as but not limited to, myspace.com, facebook.com or ratemyteacher.com that portray the school, parish, or any member of the parish/school community in a negative light or threatens any individual is subject to disciplinary action and may lead to dismissal. Students are prohibited from exploring other search engines and websites other than those assigned by the teacher. Students who misuse the school technology will be prohibited from using the school computers

**Attendance /Tardiness**- Regular attendance is expected of all St. Clare School students. Arriving to school late is a distraction to both the teacher and the students. Any student arriving late more than 3 times a month may not participate in the Positive Reward Day for that month. Excessive absences/lateness's may result in detention and or denial of acceptance the next school year. Please refer to our "Attendance Policy" located on our website @ [www.stclarerosedale.com](http://www.stclarerosedale.com).

**Appearance** - St. Clare students are expected to be neatly groomed. Boys' hair must be no longer than the shirt collar and should be neatly and conservatively cut. **No fads of any type are permitted**, this includes but is not limited to artificial hair color, mohawks and decorative designs cut into the hair. Girls are not permitted to wear make-and should have their nails neatly groomed.

Jewelry: Girls are allowed small earrings, a watch, one bracelet and one ring. No ostentatious jewelry. Girls are not permitted to wear earrings anywhere else except in their ears. Boys may not wear earrings. No fads are permitted for either boys or girls.

Parents are responsible for obtaining and reading all information sent out by the school including, but not limited to, the monthly calendar, notices, etc.

Parents are responsible to ensure the safety of **ALL STUDENTS**. To ensure safety, do not double park or block driveways in all streets surrounding St. Clare. In addition, do not park on 241<sup>st</sup> Street blocking the bus route for our students who get on and off the bus.

Parents are responsible for reading the St. Clare School Handbook located on the website. If you do not have access to a computer, contact the main office and a copy will be sent home.

In case of an emergency, students walk to PS 38 or to the park on Brookville Blvd. for Safety Drills. These areas are listed on our Crisis Management Plan.

As a precaution, St. Clare School uses insecticides for pest control. In order to maintain an environment free from pests, a company comes in every 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month to spray. This is done after normal school hours. If you wish to be notified 48 hours before a treatment, please send a written request.

**Pictures of students are taken throughout the year and posted in the school, on our website or sent to local papers to promote St. Clare School. Please check one: \_\_\_I give permission for my child to be photographed. \_\_\_ I do NOT give permission for my child to be photographed.**

***I have read and understand the St. Clare School Contract for the 2012-2013 school year. In signing this contract, I agree to have my child abide by all academic and disciplinary rules and regulations of St. Clare School***

**PRINT Parent/Guardian Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SIGN Parent/Guardian Name:** \_\_\_\_\_ **CHILD'S NAME:** \_\_\_\_\_

**ST. CLARE SCHOOL**  
**137-25 Brookville Blvd.**  
**Rosedale NY 11422**

**Religious Census**  
**2012-2013**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of birth \_\_\_\_\_

Address the child lives at \_\_\_\_\_

**The information on this census is for office use only.**

Is your Child Roman Catholic? If not , what denomination?	Year and place of Baptism	Year and place of Penance	Year and place of Eucharist	Year and place Confirmation

**Mother's information:**

Name \_\_\_\_\_ Address: \_\_\_\_\_

Home number	Cell number	Are you Roman Catholic? If not, what denomination are you?	Name and town of the church you worship at

**Father's information:**

Name \_\_\_\_\_ Address: \_\_\_\_\_

Home number	Cell number	Are you Roman Catholic? If not, what denomination are you?	Name and town of the church you worship at

**For Catholic families only:**

Do you receive church envelopes? If yes, what is your envelope number \_\_\_\_\_

Do you attend Mass (If yes please circle one)      regularly                      sometimes                      never

Parents Signature: \_\_\_\_\_

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**Please return this Financial Policy Signed with your Re-registration Paperwork and Fee. If you have already returned your Re-registration Paperwork and Fee please read and sign this Financial Policy and Return so your child's seat is secure.**

## **FINANCIAL POLICY**

### **NEW STUDENTS**

**Applications:** Parents of prospective students must submit a \$75.00 application fee with all the necessary paperwork.

**Registration:** Upon acceptance, a fee of \$150.00 will be due. Once registration is accepted, your child's seat is secure until **June 15<sup>th</sup>, 2012**, when your tuition payments begin and will remain secure as long as your account is current.

### **RE-REGISTRATION**

The re-registration fee is due at the time of re-registration in order for you to reserve a seat for your child for the 2012-2013 school year. Your tuition must be up to date in order for your re-registration to be accepted. Once re-registration is accepted, your child's seat is secure until **June 15<sup>th</sup>, 2012**, when your tuition payments begin and will remain secure as long as your account is current.

#### **RE-REGISTRATION RATES**

**Re register between January 9<sup>th</sup> and February 3, 2012**

One Child	\$125.00
Two Children	\$150.00
Three Children	\$175.00

#### **RE-REGISTRATION RATES**

**Re-register after February 3, 2012**

One Child	\$150.00
Two Children	\$175.00
Three Children	\$200.00

### **BOOK, ART, MUSIC, and COMPUTER FEES**

There is one fee for books, art materials, music materials, and computer materials due **May 1, 2012**. This fee must be paid before your tuition will be accepted. Families registering after May 1<sup>st</sup> will be given 15 days after date of acceptance to submit book, art, music, and computer fees.

**Grades Pre-K and Kindergarten - \$145**

**Grades 1<sup>st</sup> through 8<sup>th</sup> - \$160**

### **2012-2013 TUITION RATES**

**CATHOLIC** – An official Baptismal Certificate verifying your child's baptism in the Catholic Church must be produced.

**Pre – K - \$3,800.00**

#### **Kindergarten through 8<sup>th</sup> Grade**

<b>One Child</b>	<b>\$3,850.00</b>	<b>Two Children</b>	<b>\$6,050.00</b>	<b>Three Children</b>	<b>\$7,950.00</b>
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**NON CATHOLIC** – For any child who was not baptized in the Catholic Church or no official certificate is produced.

**Pre – K - \$3,800.00**

#### **Kindergarten through 8<sup>th</sup> Grade**

<b>One Child</b>	<b>\$4,000.00</b>	<b>Two Children</b>	<b>\$6,200.00</b>	<b>Three Children</b>	<b>\$8,250.00</b>
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### **FAMILY PARTICIPATION FEE**

A \$200.00 fee will be added to the tuition rates above. The fee is only added into your tuition one time regardless of the number of children you have registered. Families who participate in fundraisers (candy sales, walk-a-thon, etc) totaling \$400.00, will be credited \$200.00 to their March 15, 2013 payment.

### **PAYMENT OPTIONS**

**PAYMENT IN FULL** – Full payment of tuition must be made by **June 29<sup>th</sup>, 2012**, less a discount of \$125.00. This discount is given only if payment is **received** by St. Clare School by June 29<sup>th</sup>, 2012, and only if all prior year balances and current year fees are paid. New Families registering after June 29<sup>th</sup>, 2012, will have 30 days from their acceptance date to pay in full to receive the discount of \$125.00.

**ST. CLARE SCHOOL PAYMENT PLAN** – **10 (ten)** monthly payments begin **June 15<sup>th</sup>, 2012** and end **March 15<sup>th</sup>, 2013**. There is no interest added but a **late charge of \$20.00 will apply if paid after the five day grace period due date**. You will receive coupons showing your monthly payment amount with your new student application or re-registration acceptance. Payments can be mailed to St. Clare School, walked into the school main office, or sent in by your child with the monthly coupon in an envelope clearly marked tuition. **New families** registering after June 15<sup>th</sup>, 2012, will be placed on a payment plan from the month of acceptance through March 2013. The first payment will be due 15 days from date of acceptance and the 15<sup>th</sup> of each month thereafter.

**PENALTIES FOR NON-PAYMENT OF TUITION, FEES, EXTENDED DAY PROGRAM, AND  
EXTRACURRICULAR ACTIVITIES**

Timely payment of your tuition and fees is essential in providing a quality education for our students. In fairness to families meeting their financial responsibilities, certain penalties must be charged for failing to make payments. Failure to meet all financial obligations will result in the following actions by the School:

Students will not be permitted to participate in scheduled classes and sponsored activities, including class trips, extracurricular activities, graduation, and will not be able to receive report cards until all obligations are fulfilled. All outstanding tuition and fees must be paid in full as a condition of acceptance into the School for the term beginning September 2013. **No student will be registered for the new term until all balances are paid.**

If your account remains delinquent for an extended period of time, your account will be placed in a collection agency.

**RETURN OF DEPOSITED CHECK**

Your account will be charged \$30.00 for checks that are returned unpaid by your financial institution. If your check is returned unpaid a second time, you will be required to pay by money order or certified check only.

**CREDIT POLICY**

All credits you may receive throughout the year are credited to your tuition account. If your tuition account is paid in full at the time you are eligible for a credit, a refund check will be issued to you.

**FINANCIAL AID**

There are various scholarships that are awarded each year. Information and guidelines for these scholarships will be made available to you as we receive them.

**INCENTIVE**

St. Clare School calling cards will be given to each family so they can give them to family and friends. You must print your child's name who attends St. Clare School on the back of these cards. As long as every new family who returns a card with your child's name on it, is registered and remains at St. Clare School in good financial standing a \$200.00 credit will be given on your March 15, 2013 payment. This credit is given only the first year the family attends St. Clare School.

**EXTENDED DAY PROGRAM**

St. Clare School offers a morning program, after school program, and extracurricular activities. Accounts for these programs must be current in order for students to continue attending. Please see the "Penalties for non-payment of tuition, fees, extended day program, and extracurricular activities" for further actions.

**FINANCIAL POLICY AGREEMENT**

I have read and understand the St. Clare School Financial Policy above. I agree to all the terms, fees, and tuition rates. I assume all the responsibilities for payment of all the fees and tuition rates throughout the 2012-2013 school year for my child/children:

**REFUND POLICY**

**Tuition, Registration fee, Re-registration fee, Book fee, Application fee are NON-REFUNDABLE.**

**Tuition is not prorated once classes have begun for the year. For example, students who attend classes and withdraw after September 5, 2013 will be charged the full year's tuition. Students who choose not to attend St. Clare School will not be refunded any tuition paid as a seat was held for that child.**

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Print Name of Child/Children attending St. Clare School

Name of Person assuming responsibility for account: \_\_\_\_\_

Signature of Person assuming responsibility for account: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Social Security Number of Person assuming responsibility of account: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work Telephone \_\_\_\_\_