



ST. ROSALIE SCHOOL
A National School of Excellence
617 2nd Avenue
Harvey, Louisiana 70058



St. Rosalie School
New Student Registration Information
2016-2017

We are now offering “early registration” for Hawks’ Haven, Preppie and Pre-K students only. Please contact the school office at 341-4342 to inquire. If you have two children to register and one is older and entering grades K through 7th, you may register the younger child early and then must follow the directions below to register the older siblings.

Open registration for all new students will be held on Monday, February 22, 2016 in the Elementary Cafetorium. All parents should come to St. Rosalie Elementary School Cafetorium between 8:30 A.M. and 9:00 A.M.

Do not arrive before 8:10 A.M., as you will not be able to park due to our morning drop off procedures for our present students.

You must provide the school with all necessary documentation (listed on the back of this page) for the registration process. The registration process will be as follows:

- Parent or legal guardian must attend registration because of the necessary paperwork that must be signed.
- Once all applications are collected, they will then be placed into the priority categories for admission. (See categories listed on the back of this page.)
- Completed registration packets will then be reviewed to begin accepting students for the upcoming school year. Packets that are missing any documentation will not be reviewed and will be placed at the end of the review process if space is still available.
- Once packets are reviewed, parents will be contacted by the end of the week regarding their child’s acceptance status.
- **Copies of the current year’s final report card (students entering grades 1-7) and standardized test scores for the current year (students entering grades 4-7) are due in the school office no later than Monday, June 6, 2016.** Final acceptance is based on the child’s final report card of the current school year. Failure to provide this report card may result in the loss of the child’s place for the upcoming school year.

IT IS THE RESPONSIBILITY OF THE PARENT TO SUPPLY THE SCHOOL OFFICE WITH A COPY OF THIS FINAL REPORT CARD.



PRIORITIES FOR NEW STUDENT ADMISSION TO ST. ROSALIE SCHOOL

SUPPORTING CATHOLICS

1. Parishioners of St. Rosalie Parish living within the boundaries of the parish.
2. Parishioners of St. Rosalie Parish living outside the boundaries of the parish.
3. Parishioners of Infant Jesus, St. Martha, and St. John Bosco.
4. Parishioners of other parishes.

NOTE: Parishioners are Catholic families who are registered with the church parish and are using the church envelope system based on the parish's guidelines. If we are unable to verify your church support through your parish, you will be placed in the non-supporting category.

IMPORTANT NOTE: To be considered Catholic, the child must be baptized Catholic before registration.

NON-SUPPORTING CATHOLICS

Catholic families that are not registered with a parish and are not using the envelope system. Please note that non-supporting families living within the boundaries of St. Rosalie Parish will have priority for acceptance over families living outside the parish boundaries.

IMPORTANT NOTE: To be considered Catholic, the child must be baptized Catholic before registration.

NON-CATHOLICS

All families who are non-Catholics

St. Rosalie School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities. Race, color, national and ethnic origin is not a basis in the administration of educational policies, admissions policies, athletic and other school-administered programs.

Please see important information on the back of this page!

INFORMATION NEEDED AT TIME OF REGISTRATION

Please bring the following documents. Administration will review all documents and they will be kept on file if the child is accepted.

1. **ORIGINAL PLUS ONE COPY:** Birth Certificate. (The original will be given back at the time of registration and we will keep the copy.)
2. **COPIES** of the following:
 - Baptismal Certificate (if Catholic)
 - Immunization Record (up to date and signed by a doctor)
 - Parent's State Driver's License
 - Child's Social Security Card

NOTE: The child must have been baptized Catholic prior to registration in order to receive Catholic tuition rates.

3. If you are considered a supporting Catholic, you must have your church envelope number.
4. Children applying for grades 1 – 7 must have COPIES of ALL of his/her final report cards from kindergarten until the current school year. (This must include a copy of the most recent report card of the current school year.)
5. Children applying for grades 1-7 must have a copy of ALL of his/her standardized test scores from previous school(s).

REGISTRATION FEE - The following fees which are set by the Archdiocese of New Orleans are due at registration time, and are **non-refundable**.

\$165.00 for 1 child (\$150.00 registration fee and \$15 family Clarion Herald fee)
(\$315.00 for 2 children / \$465.00 for 3 children/ \$615.00 for 4 children)

NOTE: Make all checks payable to St. Rosalie School.

****Exception:*** *If space is not available and your child is not accepted, your registration fee will be refunded. This is the **ONLY EXCEPTION** in which the registration fee will be refunded.*

SCHOOL SUPPLY DAY

School Supply day will be held during August. Please see annual calendar for dates. These calendars will be available on our school web site at www.strosalieschool.net or in the school office during the last week of May.

Attend School Supply day for the following:

Purchase St. Rosalie backpacks (mandatory for grades 1-7)

Purchase/Order P.E. uniforms (mandatory for grades 1-7)

Purchase assignments pads (mandatory for grades 3-7)

Pre-paid school supply packages **MUST** be picked up.

Purchase St. Rosalie pencil cases and art bags (Check your child's school supply list.)

Bus routes will be posted. (Bus transportation is not available for Hawks' Haven, Preppie and Pre-K.)

Date of first day of school will be posted.

NON-SUPPORT FEE (This applies to students entering PK – 7th grade)

The non-support fee, which is set by the Archdiocese, is \$350.00 per student. This fee is not put into your tuition loan amount and **MUST** be paid in full to the school's finance secretary by all Non-Supporting Catholics and Non-Catholics no later than 2:30pm on Friday, May 6, 2016. If this fee is not paid by the deadline, your child's registration will not be complete and you will be assessed a \$50.00 late fee at the time you pay your non-support fee. **Please note that this fee is NON-REFUNDABLE.**

TUITION PAYMENTS

Please be aware of the delinquent policy that was put into effect by the school board. Anyone not paying their tuition by the deadlines listed below will be assessed an additional percentage rate on their outstanding tuition balance:

- 1 to 30 calendar days late - \$50.00 late fee plus a 5% fee
- 31 to 60 calendar days late - \$50.00 late fee plus a 7% fee
- After 60 calendar days - \$50.00 late fee plus a 10% fee

CASH TUITION PAYMENTS: If you are paying your child's tuition in cash, the total amount must be submitted to the financial secretary by 2:30pm on or before Friday, May 6, 2016. Anyone paying in cash after this deadline must pay a **\$50.00 late fee in addition to the delinquent percentage fee** as stated in the tuition delinquent policy.

BANK FINANCING: If space is available and your child is accepted in St. Rosalie School, your tuition may be financed through *Gulf Coast Bank and Trust*. If you are financing your child's tuition through *Gulf Coast Bank and Trust*, you **MUST** process your tuition loan online through *Gulf Coast Bank and Trust* by midnight on May 6, 2016 in order to avoid late fees and delinquent fees. All loans must be financed on the Internet. **More information regarding this will be sent out at a later date.**

Internet loan processing deadline- Midnight on Friday, May 6, 2016

IMPORTANT NOTE – Anyone who does not finance their loan on line by midnight on Friday, May 6, 2016 and would like to finance a loan through *Gulf Coast Bank and Trust* must pay a \$50.00 late fee in addition to the delinquent percentage fee, as stated in the tuition delinquent policy. The \$50.00 late fee must be paid in cash to the financial secretary before your on line loan will be activated. The loan activation date is used to determine all tuition delinquent fees.

IMPORTANT NOTE: **You may not begin processing loans for the 2016-2017 school year until all unique ID numbers are put into the bank computer system. Further information will be sent out when you will be able to begin processing your loans.**

Visit our school web site or Edline page at:

<http://www.edline.net/pages/StRosalieES> or www.strosalieschool.net

Thank you for your interest in St. Rosalie School. If we can be of further assistance, or if you have any questions, please feel free to call the school office at 341-4342.