



## Saint Joseph Catholic School

Thank you for your interest in Saint Joseph Catholic School! This is an exciting time for your family as you explore all the opportunities available for your student's education. We are so glad to be one of your options.

To begin the Online Application process, use the address below to create an account. When you create an account, you will receive an email containing a link to verify your account. Once your email address has been verified, log in to your account and create a new student application for your child. You will then be able to log in and out of your account and save your progress.

After you submit your application, you will be able to track your admissions status by logging in to your account. In addition, you will be able to print the completed application, monitor when the school receives additional documents, and print additional forms as needed.

We look forward to getting to know you and your family and sharing the Saint Joseph Catholic School community with you! If you have questions throughout the process, please feel free to contact our Admissions Director, Kathryn McElheny, at 804-732-3931 or [kmcelheny@saintjosephschool.com](mailto:kmcelheny@saintjosephschool.com).

**Create an account:** <https://sjo-va.client.renweb.com/oa/?memberid=4206>

**Submit online application and \$50 application fee**

**Submit personal documents (online or to school):**

- Copy of Birth Certificate
- Copy of Baptismal Certificate (if applicable)
- Copy of First Holy Communion (if applicable)
- Divorce/Guardianship Documents (if applicable)

**School records and reference request (online or to school):**

- School Records Request
- Junior Kindergarten/Kindergarten School Reference
- 1<sup>st</sup>-8<sup>th</sup> Grade School Recommendation
- Rising 6<sup>th</sup>-8<sup>th</sup> Grade Student Resume Form

**Apply for Tuition Assistance, if desired, using FACTS Grant & Aid:**

- [www.online.factsmgt.com/aid](http://www.online.factsmgt.com/aid)
- FACTS Financial Aid Processing fee (pay online to FACTS)

**Schedule admissions visit:**

- Rising JK-1<sup>st</sup> grade: admissions assessment
- Rising 2<sup>nd</sup>-5<sup>th</sup> grade: classroom visit + assessment
- Rising 6<sup>th</sup>-8<sup>th</sup> grade: classroom visit + assessment + student interview
- All grades: parent/guardian meeting with principal



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## School Records Request

This student is seeking admission to Saint Joseph Catholic School. Our school cannot act until this information has been received. Please forward the following information to Saint Joseph Catholic School for the student named below as soon as possible.

- Academic Records (Report Cards, Official Transcript of Grades)
- Latest Test Scores
- Health Records (Physical, Immunizations)
- Special Education Records- 504 plan, IEP, and/or behavior plan
- Disciplinary Records
- Attendance Records
- Interpretation of Marking System
- Psychological Records (School and Family)
- Sociological Records (School and Family)

*\*Note: Please indicate information that is not available.*

### Authorization for Transfer of School Records

**PLEASE PRINT**

I (parent/guardian) hereby authorize \_\_\_\_\_  
Name of School (current)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number Fax

Name of Student \_\_\_\_\_

Birth Date Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Current Grade of Student \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

*Federal Law 99.31: According to the Family Education Rights & Privacy Act, it is no longer necessary to obtain written consent to release records between schools.*



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## Junior Kindergarten/Kindergarten

### School Reference Form

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Student Name: \_\_\_\_\_ Entering Grade: \_\_\_\_\_

**PARENT/GUARDIAN:** Complete the above information. Give this form to your child’s most recent teacher/daycare provider. By doing so, you understand that the information requested is confidential and that you waive the right to read this reference.

**EVALUATOR:** This student is seeking admission to Saint Joseph Catholic School. Our school cannot act until this information has been received. When you have completed the form, please email, mail, or fax it directly to Saint Joseph Catholic School – Attention: Enrollment. Thank you for your cooperation.

Please check the appropriate description for the student being evaluated in the chart below:

Student Expectations	Exceeds Age-appropriate Standards	Meets Age-appropriate Standards	Does Not Meet Age-appropriate Standards	Not Assessed
Social Skills: Demonstrates self-control				
Social Skills: Follows directions				
Social Skills: Works well independently				
Social Skills: Works well in small academic groups				
Social Skills: Collaborates well with peer groups				
Social Skills: Responds appropriately to challenges/redirection				
Academic Skills: Articulates the alphabet				
Academic Skills: Uppercase letter recognition				
Academic Skills: Lowercase letter recognition				
Academic Skills: Sound recognition (consonants)				
Academic Skills: Counts and recognizes numbers 1-10				
Academic Skills: Can write own name				
Peacemaker Traits: Shows willingness to help others				
Peacemaker Traits: Uses respectful manners				

Please describe any academic and/or behavior reservations for this applicant:

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Teacher/Daycare Provider Name: \_\_\_\_\_

Teacher/Daycare Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_ School Phone: \_\_\_\_\_

School Address: \_\_\_\_\_



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# Saint Joseph Catholic School School Recommendation Form

## For Admission to 1<sup>st</sup> Grade through 8<sup>th</sup> Grade

(Upon completion – please email, fax, or mail directly to Saint Joseph School)

Name of Applicant (Student): \_\_\_\_\_

Applying for Grade: \_\_\_\_\_ For the School Year: \_\_\_\_\_

**To Parent or Guardian of Applicant (Student):** Please submit this form to your child’s current school. By doing so, you understand that the information requested is confidential and that you waive the right to read this reference.

**To Teacher or Guidance Counselor:** This student is seeking admission to Saint Joseph Catholic School. We would appreciate a candid appraisal of this applicant. This appraisal is confidential and will be used only for the admission process. Its content will not be shared with parents. Please be advised that you may be contacted for further verification.

Student Expectations	Exceeds Grade Level Standards	Meets Grade Level Standards	Does Not Meet Grade Level Standards	Not Assessed
Self-Discipline: Follows school and class rules				
Self-Discipline: Practices self-control				
Self-Discipline: Respects authority				
Work Habits: Applies organizational skills				
Work Habits: Follows directions				
Work Habits: Uses time wisely				
Work Habits: Works well independently				
Work Habits: Works well with peers				
Academic Skills: Demonstrates knowledge of number sense				
Academic Skills: Applies knowledge of mathematical vocabulary				
Academic Skills: Applies problem-solving processes				
Academic Skills: Demonstrates grade level reading comprehension				
Peacemaker Traits: Shows willingness to help others				
Peacemaker Traits: Uses respectful manners				

Please describe any academic and/or behavior reservations for this applicant:

\_\_\_\_\_  
\_\_\_\_\_

To the best of your knowledge, please check one or more of the following in regard to discipline:

\_\_\_\_\_ Suspension \_\_\_\_\_ Detention \_\_\_\_\_ Office Referral \_\_\_\_\_ Other behavior contracts/improvement plans

\_\_\_\_\_ Not applicable to this student

Teacher/Guidance Counselor Name: \_\_\_\_\_

Teacher/Guidance Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## 2020-2021 Tuition & Fees

**Application Fee:** This non-refundable \$50 per child fee must be submitted with the completed application.

**Tuition:** Saint Joseph Catholic School has contracted with FACTS/Tuition Management System for its tuition collection and every family will be required to enroll. A nominal fee may be charged to your checking account, savings account, or credit card by FACTS depending on the payment plan that you select.

All tuition payments start in July. Payment options are as follows: *paid for in full by or before July 1st; in 2 payments (1<sup>st</sup> payment due July 1<sup>st</sup> and 2<sup>nd</sup> payment by December 2<sup>nd</sup>) OR, in 10 or 12 monthly payments (see chart below).* If you choose the 10 or 12 month payment plan, a fee of \$43.00 per school year will be assessed by the company for this service.

	Full Payment	10 Monthly Payments	12 Monthly Payments
2020-2021 Tuition	2020-2021	July 2020-Apr 2021	July 2020-June 2021
1 Child	\$7,450.00	\$745.00	\$620.83
2 Children	\$14,300.00	\$1,430.00	\$1,191.67
3 Children or more	\$20,750.00	\$2,075.00	\$1,729.17
<i>Catholic Discount</i>			
1 Child	\$6,450.00	\$645.00	\$537.50
2 Children	\$12,400.00	\$1,240.00	\$1,033.33
3 Children or more	\$18,050.00	\$1,805.00	\$1,504.17

*\* This information will be verified.*

**Registration Fee:** This annual, non-refundable \$50/student is due with your completed and signed contract.

**Curriculum Fee:** This \$500/student covers classroom materials, online subscriptions, testing fees, and technology resources. This fee can be paid in full by July 1<sup>st</sup>, or it can be rolled into your tuition payment plan.

**Extended Care:** Extended care is included free of charge for all students.  
Morning Care: 7:30AM After Care: 3:15-6:00PM

**School Uniforms:** All students are required to purchase the SJS uniform from our uniform supplier or purchase from our selection of gently used uniforms.

**Lunch Fees:** Should you student choose, they can buy lunch and milk in the cafeteria for \$4.75 a day (paid on a monthly basis prior to the beginning of the month). Milk only is \$0.75 a day (paid on a monthly basis prior to the beginning of the month).

**Additional Fees:** Cost of field trips, classroom activities, or extracurricular activities may be incurred.



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## Financial Aid Process

**All families seeking financial aid must complete an application with FACTS Grant and Aid <https://online.factsmgt.com/aid>**

FACTS Customer Care Representative at 1-866-315-9262. Note: Award decisions are not made by FACTS, but the organization providing the award. **FAX (1-866-315-9264) all supporting documents to FACTS – Must be submitted by noon on February 28th to be processed in time.**

There are four sources of aid:

1. The Catholic Diocese of Richmond has allocated funds from the McMahon Parater Foundation for Education (MPFE) for tuition assistance for all qualified students.
2. The Catholic Diocese of Richmond has allocated funds from the Parish Sharing Fund for Catholics who qualify for MPFE for the upcoming school year.
3. Through the Education Improvement Scholarship Tax Credits, (EISTC), funds are given to qualified students in at least one of the qualifications provided: eligible to enter kindergarten or first grade, or attended a Commonwealth public school for at least half of the current or prior school year, or were residents of VA during the preceding school year, or are prior recipients of a scholarship under this program. Additionally, the student's family's annual household income must be less than 300% of the current poverty guidelines. For students with disabilities, the student's family's household income must be less than 400% of the poverty level.
4. Saint Joseph Catholic School receives designated donations which are allocated for financial aid.

**All Applications AND Supporting Documentation for tuition assistance must be submitted via FACTS by Feb. 28th.**

**For you to be considered for Financial Aid through SJS you must meet our deadlines: to qualify for Round 1 deadline – Feb 28<sup>th</sup>  
to qualify for Round 2 deadline – June 1<sup>st</sup>**

Apply for school and diocesan financial aid: Applicants can apply online at <https://online.factsmgt.com/aid>

Should you not have access to a fax, our office can assist in sending your documentation. Supporting documents must be submitted to complete the application.

## Financial Aid Process cont'd

We have a bilingual staff member who can assist you with the application process if needed. Should you need the service of our bilingual staff member, we request that you make an appointment to ensure her availability.

The following information is required for FACTS to process your application:

1. Complete online application (\$30 application fee can be paid with a credit card or by checking account.)
2. Copies of your previous year IRS Federal Form 1040 or 1040 EZ, US Individual Income Tax Return. If applicant and co-applicant file separately, FACTS requires both tax returns for the same tax year.
3. Copies of all previous year W2 and tax statements for both applicant and co-applicant.
4. Copies of all supporting tax schedules if you have income from any of the following\*:
  - a.) Business – (Form 1040 Line 12) Attach Schedule C or C-EZ and Form 4562 Depreciation and Amortization.
  - b.) Farm – (Form 1040 Line 18) Attach Schedule F and Form 4562 Depreciation and Amortization.
  - c.) Rental Property – (Form 1040 Line 17) Attach Schedule E (page 1).
  - d.) S-Corporation – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1120S (4 pages), Schedule K-1 and Form 8825.
  - e.) Partnership – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - f.) Estates and Trusts – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1041 and Schedule K-1.

**\*IMPORTANT: If you file a tax return, but do not have W-2 wages because you are self-employed, you will be required to submit a copy of the previous year Federal Form 1040 Tax Return.**

- 5.) Copies of supporting documentation for household Non-taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and Temporary Assistance for Needy Families (TANF).

You must be enrolled at Saint Joseph Catholic School for the upcoming school year and have completed an online FACTS application to be considered for any of these funds. Financial Aid award letters will be mailed to eligible families upon determination.



# Admission Requirements Junior Kindergarten through 8<sup>th</sup> Grade 2020-2021

## *Mission Statement*

Rooted in Christian values, Saint Joseph Catholic School promotes scholarship, discipleship, and citizenship.

## **Saint Joseph Catholic School entrance requirements for Junior Kindergarten through 8<sup>th</sup> Grade are as follows:**

**Junior Kindergarten:** Must be four (4) years old by September 30<sup>th</sup>.

**Kindergarten Program:** Must be five (5) years old by September 30<sup>th</sup>. (VA st.s22.1-199)

### **Junior Kindergarten through Eighth Grade Requirements:**

An interview with the parent(s)/guardian(s) and enrolling student(s) may be required by the administration. To determine your child's grade level readiness, an academic placement test may be required. The date for this exam will be scheduled by the Admissions Director. All students entering Saint Joseph Catholic School are placed on a probationary basis for their first nine (9) weeks of their entrance to the school year.

### **Health and Immunization requirements:**

- **School Entrance Health Form:** state law requires all new students submit the Virginia State School Entrance Health Form completed by their physician and signed by a parent. The evaluation must be based on a physical within 12 months prior to the first day of school and include an updated Virginia Immunization Record. *\*No Religious Exemptions for vaccines will be accepted.* All Junior Kindergarten and Kindergarten students must submit an updated School Entrance Health Form regardless of when they entered Saint Joseph School.
- **Junior Kindergarten:** 4 DPT; 3 Polio; 1 HIB; 1 MMR; Hepatitis B series (3 shots); Varicella
- **Kindergarten:** 5 DPT; 4 Polio; 2 MMR; Hepatitis B Series (3 shots); Varicella (2nd shot)
- **7<sup>th</sup> Grade:** Tdap Booster
- Any student 5<sup>th</sup> grade through 8<sup>th</sup> grade planning to participate in any sport will be required to have an updated yearly sports physical.

### **Other Documents (if applicable):**

- Legal papers, e.g. custody or, guardianship arrangements, if applicable.
- I-20 Immigration paper completed, if applicable. International students will pay a Diocesan processing fee of \$250.

*Saint Joseph Catholic School and the Diocese of Richmond admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. We do not discriminate on the basis of color, race, national and ethnic origin in administration of educational policies, athletic and other school administered policies.*