



St. Francis Xavier School

Leaders of tomorrow shaped by faith today



January 12, 2012

Dear Parents,

It is with great pleasure that I welcome you to St. Francis Xavier Catholic School. Our school offers families from all over the metropolitan area a co-educational Christian environment for children in Pre Kindergarten 2 to 7th grade. This school year we celebrate 85 years of educating children focused on our charism of *faith, family & future*.

Located in the heart of historic Old Metairie, St. Francis Xavier strives in its mission to educate children in a Christ-centered, safe and academically stimulating environment. Maintaining a small, family community in which there is sharing between our staff, teachers and parents is essential for nurturing positive growth in our students. We welcome families who are committed to these same values and goals.

In this folder is information that will assist you in the admission process. Please review the packet in its entirety. Our staff is readily available and happy to help you with any questions you may have.

If you would like to visit our school we offer "Wednesday Tours" at 9:00 a.m. by appointment only. Please contact the Development Office to schedule a private tour.

Making a decision on your child's educational needs is challenging for parents. Know that our prayers are with you during this time of discernment.

We invite you to experience the Family of St. Francis Xavier!

Blessings & Peace in Christ,

A handwritten signature in blue ink that reads "Barbara M. Martin".

Barbara M. Martin
Principal

Mission Statement . . .

St. Francis Xavier School unites Church and family through quality, Christ-centered education, fostering the development of the whole child.



A NATIONAL SCHOOL
of
EXCELLENCE

St. Francis Xavier School

Leaders of tomorrow shaped by faith today



SACS/CASI
ACCREDITED

STUDENT'S NAME: _____ (please print)

Date of Birth: _____

Date: _____

To the School Administrator:

The parents/guardian of the student named above has applied for admission to St. Francis Xavier School. We ask that you send the following information to us by mail or fax as soon as possible so that we may begin the admission interview process. No appointments for testing will be scheduled until all information has been received and reviewed by the Admissions Committee.

Thank you for your cooperation in this matter.

- Testing Records
- Cumulative Transcripts
- Report Card

Sincerely,

Barbara M. Martin
Principal

Transcript Release: I hereby authorize the release of grades, standardized test scores, official transcripts and any other information pertinent to the admission of the applicant to St. Francis Xavier School.

Signature of Parent/Guardian

Date

Current name of school, address, phone number and fax number

ADMISSION PROCEDURES

1. Please call St. Francis Xavier to schedule an appointment for an on-campus visit if you have not attended the scheduled Open House.
2. Once you have determined that you would like to apply for admission, please complete the Application Form. All information requested must be filled out in order to process the application.
3. Current school transcripts: Fill out the enclosed Request for Transcripts Form and mail or bring it to your child's school. These documents are to be mailed to St. Francis Xavier by the school.
4. Additional Testing Information: If you have additional testing information such as educational or psychological evaluations of the applicant and/or any other information you feel may be helpful to us, please include this with the application.
5. Pre Kindergarten 2 – 7th grade: Enclosed is the Questionnaire for Parents that must accompany the Application Form. Please answer all questions.
6. All documents requested by St. Francis Xavier School must be received and reviewed by the Admission Committee before proceeding to the interview stage. Upon review of the required documents, parents will be contacted and an appointment set-up to interview the child and parents.
7. The Admission Committee meets for the final review of the application. St. Francis Xavier School will contact you regarding acceptance.

St. Francis Xavier School gives preference to:

1. Children of registered, active, and supporting parishioners of St. Francis Xavier Church for more than one year.
2. Children of registered, active, and supporting parishioners of St. Francis Xavier Church for less than one year.
3. Children of registered, active, and supporting parishioners of other Catholic Church parishes with no school or no room in the school.
4. Children of parents who are registered in another Catholic Church parish.
5. Baptized Catholic students who are not registered in a Catholic parish.
6. Non-Catholic students who are open to the Catholic faith.

St. Francis Xavier School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available at the school and does not discriminate on the basis of race, color, national and ethnic origin or disability in violation of state or federal laws.

TUITION AND FEES 2012-2013

Registration for Returning Students and Siblings will be held Jan. 23 – Jan 27, 2012

Registration for New Students grades Pre K 2, 3, 4 and K will be held Feb. 6 – Feb 10, 2012

Registration for New Students grades 1 – 7 will be held Feb. 27 – March 2, 2012

All fees associated with registration are due at the time of registration. *Please note that a \$25.00 late fee will be assessed on fees associated with registration which are received after March 1st; a \$50.00 late fee will be assessed if these fees are not paid by June 1st.*

Tuition is due on or before June 1, 2012.

Tuition:

Parishioner: \$4,175.00- 1 child, \$7,515.00-2 children, \$9,602.50 -3 children

A parishioner of St. Francis Xavier is one who is **registered, active, and supporting**. This means the family has filled out the Parish census form, is in regular attendance at Mass on Sundays and Holy Days, and is a regular financial contributor to the Parish. **Parishioner status must be certified by the Parish Office.**

Non-Parishioner: \$4,175.00- 1 child, \$7,515.00-2 children, \$9,602.50 -3 children

Non-Catholic: \$4,375.00-1 child, \$7,875.00-2 children, \$10,062.50 -3 children

Pre-Kindergarten 4: (Not included in Family Plan) - \$4,450.00

Pre-Kindergarten 3: (Not included in Family Plan) - \$4,650.00

Pre-Kindergarten 2: (Not included in Family Plan)- \$4,900.00

*****Please note the Technology Assessment is no longer eligible for the Bank Loan Program.**

Fees:

Registration Fee - \$150.00 per child – NON REFUNDABLE

The Registration Fee is mandated by the Archdiocese and is assessed to all who register in the Catholic School System.

Non- Parish Fee: \$300.00 per child – REFUNDABLE PRIOR TO JULY 1, 2012

The Non-Parish Fee is mandated by the Archdiocese to all children who do not qualify as registered, active and supporting parishioners. Catholic students who come from Parishes with no schools, or with schools who have no room in the appropriate grade, should contact their Pastors to obtain a "Voucher". **Archdiocesan Policy mandates that Non-Parishioner students who register without a Voucher be assessed the Non-Parish Fee.**

Technology Assessment: \$50.00 per child—REFUNDABLE PRIOR TO JUNE 1, 2012

In order to enhance the technology opportunities offered our students, all students will be assessed a **\$50.00 Technology Fee** as a part of their tuition. This is not a part of the operating budget, but will be placed in escrow to fund ongoing technology projects. The Technology Assessment is **not eligible** for the Bank Loan Program.

Annual Fund: \$100.00 per family

This tax deductible donation is in lieu of school fund raisers other than Old Metairie Fest.

Special Education Fee: \$500.00 – REFUNDABLE PRIOR TO JULY 1, 2012

Fee is applied to those students attending Special Education classes and qualified under 1508 guidelines for Special Education by the LA Dept. of Education

Clarion Herald: \$15.00 per Family – NON-REFUNDABLE

St. Francis Xavier Home & School Association dues: per Family \$100.00

Please send a separate check payable to: *SFX Home & School* with "2012-13 School year" written on the memo line of your check **due by August 1, 2012.**

St. Francis Xavier School

STUDENT REGISTRATION FORM

Office Use Only (Circle One)

N/C N/P SFX SC# _____

Registration Fees: (See Tuition & Fee Schedule)

Amt _____ Cash Check# _____

Tuition: (See Tuition & Fee Schedule)

Amt _____ Cash Check# _____

Please Print All Information

Geographical Catholic Church Parish (All Students) _____
Supporting Catholic Church Parish (Catholics Only) _____

Date of Application: _____

<u>Students Name</u>	<u>Grade</u>	<u>Circle</u>	<u>Birth Date</u>	<u>Birth Place</u>	<u>Religion</u>	<u>New Student</u>	
1. _____	_____	M / F	_____	_____	Cath / NC	Yes	No
2. _____	_____	M / F	_____	_____	Cath / NC	Yes	No
3. _____	_____	M / F	_____	_____	Cath / NC	Yes	No
4. _____	_____	M / F	_____	_____	Cath / NC	Yes	No
5. _____	_____	M / F	_____	_____	Cath / NC	Yes	No
6. _____	_____	M / F	_____	_____	Cath / NC	Yes	No

Student's Address _____

Home Phone _____

Father's Information—Email Address

Religion Cath / NC

Name: _____

Marital Status: M D S W

Address (if different) _____

Home Phone: _____

Business Name: _____

Business Phone: _____

Occupation: _____

Mother's Information—Email Address

Religion Cath / NC

Name: _____

Marital Status: M D S W

Address (if different) _____

Home Phone: _____

Business Name: _____

Business Phone: _____

Occupation: _____

If Student lives with Guardian other than parents, please give the following information:

Guardian's Name: _____

Home Phone: _____

Address: _____

Business Phone: _____

Please answer these questions as accurately as possible. The information is used by the Archdiocese & the State for statistical purposes.

1. What is the name of the Public School nearest your home? _____

2. What is your racial heritage? Caucasian _____ Hispanic _____ AF AM _____ Asian _____ Multi-Racial _____

St. Francis Xavier School

New Student Census Form

LIST ANY OTHER SCHOOLS ATTENDED:

STUDENT(S) NAME SCHOOL NAME SCHOOL ADDRESS GRADE(S) ATTENDED

1				
2				
3				
4				
5				
6				

ARE THERE ANY HEALTH CONCERNS THAT WE NEED TO BE AWARE OF?

YES _____ NO _____

IF YES, PLEASE DESCRIBE

IS THE STUDENT PRESENTLY TAKING ANY MEDICATION? YES _____ NO _____

IF YES, PLEASE INDICATE THE MEDICATION AND THE REASON BEING TAKEN

HAS YOUR CHILD EVER BEEN EVALUATED AND/OR ACCOMMODATED FOR MINOR ADJUSTMENTS? YES _____ NO _____

IF SO, FOR WHAT REASON?

HAS YOUR CHILD BEEN IN A RESOURCE ROOM, BEEN DIAGNOSED WITH ADD OR ADHD, OR HAVE AN EVALUATION THREE YEARS OLD OR LESS?

YES _____ (PROVIDE DOCUMENTATION) NO _____

ARE THERE ANY EDUCATIONAL CONCERNS THAT WE NEED TO BE AWARE OF? YES _____ NO _____

IF YES, PLEASE DESCRIBE:

All New Students must provide the following documents: Birth Certificate, Immunization Record and Report Card

All New Catholic Students must provide the above mentioned documents along with the following documents: Baptism Certificate and First Communion Certificate and complete the following:

Student Baptism Date & Church Communion Date & Church

1		
2		
3		
4		
5		
6		

Emergency Information

Date: _____

Student's Last Name: _____

Student's Home #: _____

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me and it is an extreme emergency, I hereby authorize the school to call the physician listed below and follow his instructions. If it is impossible to contact this physician or any of the adults on this form, the school may make whatever arrangements seem necessary. In the event that an emergency unit be called, my choices of hospitals are:

1. _____ 2. _____ 3. _____

Insurance Company Name: _____

Student	Height	Weight	Existing Illnesses or Conditions
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Mother's Name: _____

Daytime Phone #: _____

Father's Name: _____

Daytime Phone #: _____

Please list two neighbors or nearby relatives who will assume temporary care, and can pick up your child from school if you cannot be reached.

Name: _____

Phone #: _____

Name: _____

Phone #: _____

Physicians Name: _____

Phone #: _____

Address: _____

I understand that if any of the information on this form changes, I will inform the school immediately.

Signature or Parent/Guardian: _____

This form will be kept in the school office for immediate use if needed.

Please complete and return it to the office as quickly as possible. Thank you.