



January 10, 2020

Dear ICSJ Families,

Happy New Year! We hope that you had an enjoyable and relaxing Christmas vacation and that your child/ren adjusted well to their schedule upon their return to school this week. We were delighted to see all of the smiling and excited faces ready to start the second half of the school year.

Although we have just started a new calendar year, we are well on our way in planning the next academic year. This letter highlights the information needed to register your child/ren for the next school year. Please read the following information very carefully before submitting the re-enrollment application.

A major aspect in our planning process involves projected enrollment for the 2020-2021 academic year. Attached, please find the Returning Student Application (also available on the school website) for all current families. Please use this application to formally notify ICSJ School of your intentions for the next school year. Please indicate on the application all current students that will be enrolled in the fall of 2020. All students will be promoted to the rising grade unless previously discussed with and approved by the administrative team. New siblings applying for admission to ICSJ completed a separate Sibling Application Form, which was due on November 8, 2019.

The following information must be submitted to the ICSJ office by **9:00 a.m. on Thursday, January 23, 2020:**

- 1) Returning Families
  - a. Completed “Application for Returning Students: 2020-2021 Academic Year” (attached);
  - b. \$500.00 check made payable to *Immaculate Conception-St. Joseph School*. This per-family registration fee will be applied to tuition and will be **non-refundable** should a student withdraw after January 23, 2020.
- 2) Non-Returning Families
  - a. Section C of the “Application for Returning Students: 2020-2021 Academic Year” (attached)

Please note that current students and siblings who have not applied by January 23, 2020 and seek to attend to ICSJ for the 2020-2021 school year will be assessed a **\$250.00 non-refundable late fee**. Additionally, applications received after January 23, 2020 may not be guaranteed a space and may be placed on the waiting list. This \$250.00 late fee will not be applied to a tuition payment. Families who may experience difficulty in paying the full registration fee by the deadline must contact the school office in advance in order to discuss payment options. Requests for payment options will be handled on an individual basis.

Families with multiple children seeking admission to other schools please make note of the following policy: per the Family Handbook, ICSJ reserves the right to release a child’s space for the next school year should a family seek admission to another school. A student will not be guaranteed a space in that grade level regardless of submitting a “Returning Families Application” or paying the required deposit. Additionally, a space will not be guaranteed for the younger children (PK-3<sup>rd</sup>) of families who seek admission to another school for only an older child. Younger siblings will not receive priority admission to the early childhood or primary grade levels (PK-3<sup>rd</sup>). ICSJ will not hold spaces for any younger siblings should a family withdraw an older child from ICSJ in late spring or early summer; it will be assumed that families will withdraw all children from ICSJ and those spaces will be filled accordingly. It has been the school’s experience that the younger siblings withdraw at a later time once the family is able to secure admission for that child at the other school and often it is at a grade level that is very difficult to fill. This policy supports Archdiocesan best practices and expectations regarding enrollment management and fiscal viability.

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Once again, we stress the importance of attaining accurate enrollment numbers early in the calendar year because these numbers directly impact the school's budget, staffing/hiring, curricular and extra curricular programming, instructional materials, facility usage and new student admissions. It is imperative that families provide accurate and timely information regarding their child/ren's enrollment at ICSJ.

As a reminder, financial assistance is available to all families at ICSJ. Families who have received financial assistance in the past, must re-apply each year by the given deadline. Please note that any family currently receiving financial assistance must be current with tuition payments in order to re-apply for financial assistance for the 2020-2021 school year.

The administration is currently working on the 2020-2021 budget. The tuition rates and the tuition payment schedule for the 2020-2021 school year are under consideration and will be presented to the ICSJ's Board of Specified Jurisdiction for approval. New tuition rates, the tuition agreement form and the tuition assistance form will be sent home via your child's backpack in mid-February.

As a reminder, application, registration, and tuition fees are non-refundable. The ICSJ tuition cycle runs from May through February. Should a family leave/transfer during this tuition cycle, they will not be refunded any tuition payments made prior to their withdrawal date and will not incur the remaining payments. Families who pay in full in May and leave/transfer during the tuition cycle, will receive the remaining cycle balance of their pre-paid tuition.

Thank you for your immediate attention to this matter. We appreciate your time, consideration and continued commitment to Immaculate Conception-St. Joseph School. Should you have any questions or concerns, please contact us at your earliest convenience.

Sincerely,

Katie Sullivan  
Co-Principal

Maria Hill  
Co-Principal