



Academy of St. Priscilla at Divine Savior

Primary Center of Excellence

Our Faith – Our Commitment – YOUR Future

Application for Admission 2011-2012

Applications for the 2011-2012 school year will be accepted beginning January 5, 2011. Please call or visit the school to pick up an application.

When submitting the application, the following items must be included with the application:

- ✓ Completed Application for Admission (one per student)
- ✓ Non-refundable \$100.00 registration fee (per family)
- ✓ Copy of baptismal certificate (*if baptized*)
- ✓ Copy of birth certificate
- ✓ Copy of most current report card (grades Kindergarten through 2nd)

Questions concerning admissions should be directed to Mrs. Hodge at 708.452.0323.

For up to date information on the Academy of St. Priscilla at Divine Savior visit our website: www.academysp.org.

2011-2012 Tuition Rates				
Grade/Age	Option	Annual	10 Month Rate	12 Month Rate
Three Year Old Preschool	3 Full Days Tuesday, Wednesday, Thursday	\$2,900.00	\$290.00	\$242.00
Three Year Old Preschool	5 Half Days	\$3500.00	\$350.00	\$292.00
Three Year Old Preschool	5 Full Days	\$4,950.00	\$495.00	\$412.50
Four Year Old Pre-Kindergarten	5 Half Days	\$3500.00	\$350.00	\$292.00
Four Year Old Pre-Kindergarten	5 Full Days	\$4,950.00	\$495.00	\$412.50
Kindergarten, 1 st , 2 nd , and 3 rd Grades	One Child	\$4,950.00	\$495.00	\$412.50
	Two Children	\$7,450.00	\$745.00	\$621.00
	Three Children	\$9,650.00	\$965.00	\$804.00
	Four Children	\$10,900.00	\$1,090.00	\$908.00

2011-2012 Fees	
Registration Fee	\$100.00 per family/\$50.00 per family for returning families
Mandatory Fees	\$200.00 Book and Materials Fee – due by March 1, 2011 or upon registration \$200.00 Mandatory Fundraising Fee*

*\$200.00 Mandatory Fundraising Fee can be paid out in full. It may also be fulfilled through either selling Football Mania Tickets during the summer months or by selling tickets to the Spring Fundraising Event. Mini fundraising options do not count toward fulfilling the fee. The fee is due on or before March 31, 2012.



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Application for Admission

Complete a separate form for each student. Please print or type. Incomplete applications will be returned.

Applying to Grade _____ for Academic year 2012 – 2012

Student's Full Name _____
First Middle Last

Home address _____
Number & street City/State/Zip Phone

Gender Male Female Date of Birth ____/____/____
(Attach birth certificate)

Student's Religion _____ Baptized: Yes No
(If baptized)

Current School _____

Student resides with: both parents mother only father only guardian only

Father	Mother
Full Name	Full Name
Home Address (If different from child's)	Home Address (If different from child's)
City/State/Zip	City/State/Zip
Home Phone (If different from child's)	Home Phone (If different from child's)
Cell Phone	Cell Phone
Email address	Email address
Place of Employment/Occupation	Place of Employment/Occupation
Business Phone	Business Phone
Religion/Church/Affiliation	Religion/Church/Affiliation
Grade School Attended/City/State	Grade School Attended/City/State

Applicant has siblings who attend The Academy yes no

Siblings NOT currently attending the Academy of St. Priscilla at Divine Savior:

Name _____ Birthdate _____ School attending _____

Name _____ Birthdate _____ School attending _____

Name _____ Birthdate _____ School attending _____

(OVER)



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Language/s spoken at home (other than English) _____

Ethnic/Racial Background:

_____ Asian _____ Black/Non-Hispanic _____ Hispanic _____ Native American
_____ Bi-racial _____ White/Non-Hispanic

Child/ren lives with:

_____ Both parents _____ Mother _____ Father _____ Other
If other - Name _____ Relationship _____

Marital status; Father:

_____ Married _____ Separated _____ Divorced _____ Single _____ Re-married _____ Deceased

Marital status; Mother:

_____ Married _____ Separated _____ Divorced _____ Single _____ Re-married _____ Deceased

If separated/divorced, please indicate below who has custody:

_____ Both parents _____ Mother only _____ Father only Other(explain) _____

General Information:

How did you learn about our school?

- Open House
- Magazine/Newspaper Ad
- Parish Bulletin
- School Website
- Friend
- Relative
- Other _____

Do you wish to apply for financial aid? Yes No

Complete application must include the following:

- _____ Application for Admission
- _____ Copy of birth certificate
- _____ Copy of Catholic Baptismal certificate (*If baptized*)
- _____ \$100.00 registration fee (per family)



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Parent Survey Kindergarten through 2nd Grade

The full survey needs to be completed and returned as part of the admission application form.

Name of applicant _____
Date of birth _____ Applying to grade _____
School currently attending _____ School Phone _____
School Address _____ Principal/Director _____
Dates of Attendance _____
Local Public School in which applicant resides _____
Other school (s) previously attended:

Name	Address	Phone	Dates of Attendance
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Name	Address	Phone	Dates of Attendance
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1. Please explain your reason for choosing the Academy of St. Priscilla at Divine Savior:
2. What are your child's overall academic strengths?
3. What do you consider areas for academic improvement?
4. Has your child had any recurrent and/or serious disciplinary problems? _____ Yes _____ No
If yes, briefly explain:
5. Has your child ever been expelled or suspended from the current or past schools? _____ Yes _____ No
If yes, please provide cause and duration of suspension:



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6. Applicant is taking medication: _____ Yes _____ No Name of medication _____
If yes, please explain why:

7. Applicant has been diagnosed with the following: _____ physical disability _____ special medical condition
Please describe:

8. Applicant has been evaluated or tested for:
_____ academic need _____ speech/language _____ behavioral need
_____ occupational need _____ developmental need _____ physical need
Date evaluated _____ By _____

Briefly describe any intervention/support services received or currently receiving:

Include copies of most recent IEP, ICEP, or 504 Plan if applicable.

9. Applicant has received special services during the school day _____ Yes _____ No
Briefly explain services provided:

10. Applicant has received special services outside the school day _____ Yes _____ No
Briefly explain services provided and by whom:

I certify that the information provided to The Academy of St. Priscilla at Divine Savior on behalf of my child through this application process is complete and accurate to the best of my knowledge. I understand that this information will be kept confidential and is being used to insure that a proper placement can be made. I agree to communicate in writing any changes, even if said changes occur after enrollment. I understand that if The Academy of St. Priscilla at Divine Savior becomes aware that this required information was withheld after the child has been admitted and enrolled, any enrollment between the family and the Academy of St. Priscilla at Divine Savior may be voided, and the child may no longer be able to attend. Enrollment is based upon the discretion of the principal.

Signature of Parent(s)/Guardian

Date _____



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Parent Survey Pre-School

The full survey needs to be completed and returned as part of the admission application form.

Name of applicant _____
Date of birth _____ Applying to grade _____
School currently attending _____ School Phone _____
School Address _____ Principal/Director _____
Dates of Attendance _____
Local Public School in which applicant resides _____

1. Please explain your reason for choosing the Academy of St. Priscilla at Divine Savior:
2. Please describe your child and include comment on your child's personality, maturity, confidence, assertiveness, humor, and degree of independence. Please include your child's overall developmental strengths and weaknesses.
3. How does your child handle stressful situations?
4. Does he/she have any fears?
5. Please describe your approach to discipline:
6. Is your child taking medication on a regular basis? _____ Yes _____ No
If yes, please list medication and reason for taking:



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7. Has your child received early intervention services? _____ Yes _____ No

If yes, what types of services has your child received?

_____ academic need _____ speech/language _____ behavioral need

_____ occupational need _____ developmental need _____ physical need

Date evaluated _____ By _____

If applicable, what is the date of your child's most recent IFSP (Individual Family Service Plan)? _____

8. Is there pertinent information that might affect your child's attitude (recent move, death or divorce in family, new baby, etc.)?

I certify that the information provided to The Academy of St. Priscilla at Divine Savior on behalf of my child through this application process is complete and accurate to the best of my knowledge. I understand that this information will be kept confidential and is being used to insure that a proper placement can be made. I agree to communicate in writing any changes, even if said changes occur after enrollment. I understand that if The Academy of St. Priscilla at Divine Savior becomes aware that this required information was withheld after the child has been admitted and enrolled, any enrollment between the family and the Academy of St. Priscilla at Divine Savior may be voided, and the child may no longer be able to attend. Enrollment is based upon the discretion of the principal.

Signature of Parent(s)/Guardian

Date _____



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Ensuring our Legacy – Our Commitment to Your Child's Future

We are the Academy of St. Priscilla at Divine Savior. Educating and enriching the lives of our students is our number one priority. We want our children to learn in classrooms with small teacher to student ratios, and provide a strong quality Catholic educational environment for young children in a setting that supports their developmental needs.

As our school continues to grow with families seeking an Academy education for their children, we hope to offer this opportunity to as many families as we can, while maintaining the unique qualities that make the Academy of St. Priscilla at Divine Savior so special.

In September of 2009, the Academy of St. Priscilla at Divine Savior opened its doors for the first time to children ages three to eight. There were indeed many struggles along the way, but we have prevailed! Due to the work of our teachers and aides, our children and their families *love* our school. Our parents report that their children are making great strides, and see school as fun. We also have a calling and mission as Catholic parents, parishioners, and educators to establish schools that continue to spread the Gospel and to share the sacraments of First Holy Communion and Reconciliation with our children. Our Academy provides this special opportunity to children who otherwise might be limited within a non-religious school. We also offer Spanish and Physical Education twice weekly, and Library once weekly. Our teachers are dually state certified. We furthermore enjoy the support of the Rowland Reading Program.

Find out more at: <http://www.superkidsreading.org/>

Educational innovation and Catholic education make a great combination!



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Admissions Policy

Age of Admission

A child entering Pre-School or Kindergarten must be three, four, or five years old by September 1st respectively.

Admission of a New Student - Registration

For the admission of a Kindergarten, first grade, or a transfer student, parents shall present: 1) an official copy of the child's birth certificate 2) the Baptismal record (if applicable) 3) a record of compliance with local and state of Illinois health requirements. Admission to grades first through second grade also requires a report card from the previous school year. Along with every new registration, there is also a \$100.00 Registration Fee.

The school may decline enrollment to any applicant whose placement may impair the health, security, well-being, or educational progress of other students or any applicant whose special needs may not be well-served by the program or staff of the school. Such decisions shall be made by the Director's discretion after consultation with the Assistant Superintendent of Catholic Schools for Vicariate IV, faculty, or other appropriate individuals or agencies.

Returning Students Re-Registration

Parents of children in the school are notified of the re-registration process conducted during the month of January. First priority for admission is given to returning students registering by March 1st.

Non-discrimination Policy

The Academy of St. Priscilla at Divine Savior is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

Archdiocesan schools do not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of educational policies, loan programs, athletic, or other school-administered programs.



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We are THE ACADEMY

Mission

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Our mission as a Primary Center of Excellence is to provide a strong quality Catholic educational environment for young children in a setting that supports their developmental needs. The school values multi-age programming, with cultural, ethnic, and economic diversity in its family population and program implementation. The classroom curriculum and instruction is supportive of the needs and interests of the children enrolled as well as their developmental level. The school emphasizes and supports the importance of the family in the life of the young child as they begin their school experience. School activities are based on this important component whenever possible.

Philosophy

The Academy of St. Priscilla at Divine Savior is a Catholic School where human culture and knowledge, enlightened and strengthened by faith, is shared in a spirit of trust, discipline, and love.

Our school is a living faith community – one which witnesses the presence of Jesus, to and for the varied cultures in which it exists. The unique role of our school is to provide a Christian philosophy and moral value system along with the basic sequential development of skills, seeking academic excellence through awareness of individual differences. This will enable students to live at Christian life and to make intelligent choices now and in their adult lives.

Teachers and parents share responsibility with the student for the spiritual, moral, and academic growth of the student. By example, learning experiences, faith sharing, Liturgy, and service, the students are encouraged, strengthened, taught, supported, and gently led toward shaping the future that is theirs.

Curriculum

Religion

The Catholic faith is an integral part of the Academy of St. Priscilla. The students will learn the principles of our Catholic faith, including morals and values. The Religious Education Program is to assist parents, who are the primary educators of their children, in fostering the child's growth in faith. The teacher, sharing his/her faith, calls forth from the student a faith that is living, conscious, alive, and service oriented. Daily prayer, God's Word in Scripture, and liturgical celebrations unite students and their teachers in community and deepens their relationship with God. Experiences are provided through which students are led to recognize the implications of the Gospel in their lives. Through daily religion classes, students are instructed in the fundamental mysteries of faith and sacramental life of the church. Our students are life-long learners who will act with faith, integrity, and a sense of community to create unity among all persons with God, each other, and all of creation.

Liturgical Celebrations

The mission of the Academy is to evangelize our families. The goal of the school is to encourage mass attendance at our monthly family mass, and also to encourage Family Faith time at the school. Special liturgies and prayer services are planned during the course of the year with special emphasis on holy days of obligation and other important feast days. Respectful attitude, prayerful atmosphere, and active participation are expected of the students during any liturgical celebration. Formal and creative prayer will be said daily, and joint preparation for the Sacraments involve the priests, parents, faculty, and students.



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Pre-School

The curriculum of the Pre-School is designed to ensure an optimal experience on all levels and give students a broad background in cognitive and sensor experiences, pre-reading and pre-math skills, and small and large muscle skills they need in future school years. It also provides work in listening skills; verbal fluency; discrimination of size, shape, texture, and color; letter and number forms; sequencing, sorting, categorizing, and socialization skills, all in a caring and Christian environment.

Grades Kindergarten through 2nd

The curriculum is designed for the students to receive individualized instruction tailored to their unique gifts and abilities. The students will be learning with themes of literacy, social interaction, and problem solving. The curriculum will also consist of the content areas of reading, language arts, mathematics, science, social studies using current materials and the teaching method of Differentiated Instruction. The students will gain critical thinking skills as well through problem – solving techniques and inquiry based learning.

Specials

The students will have the opportunity to learn the basics of the Spanish Language, Physical Education, Library, and Art.

Extended Day Program

The mission of the Academy of St. Priscilla's Extended Day Program (EDP) is to provide quality before and after school care. The program will provide for the child's care needs of the Academy of St. Priscilla at Divine Savior school families.

The EDP complies with the nondiscriminatory policies of the Academy of St. Priscilla at Divine Savior and the Archdiocese of Chicago.

This program is designed to provide quality, consistent child-care for the school age children. However, to run the program effectively and to be financially self-sustaining, it is important that all families consider this an extended day program of the Academy rather than a baby-sitting service.

Faculty

All faculty members have a bachelor's degree and teacher certification. Many have advanced degrees; continuing professional development is encouraged.

Uniforms

Academy students wear a specified uniform. This code applies to all grades. For the student's comfort and flexibility, summer and winter uniform options are available. The uniforms are available to be purchased through Land's End – www.landsend.com/school or at your local Sear's store. In order to purchase the uniform the Preferred School number is needed: 900133349.



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Tuition Policy

1. All tuition payments will be collected through Tuition Management Systems based on the plan option selected by the family.
2. All payments must be paid to Tuition Management Systems on time in order for the school to meet its financial obligations.
3. Fees and tuition payments must be current prior to the first day of classes or the particular student for whom such tuition and fees are delinquent shall not be entitled to attend School, until such delinquencies are brought current.
4. Each parent of a newly registering or re-registering student must complete and sign a Tuition Payment Agreement.
5. The following shall apply to the payment of tuition and fees:
 - a. All tuition paid shall be deemed non-refundable; provided however, that families seeking refunds of such tuition shall be entitled for a refund under Paragraph 7, below; and
 - b. Tuition for a new school year shall be paid to Tuition Management Systems pursuant to the Agreement under one of the following three options:
 - i. Payment of tuition in one full installment, due August 15.
 - ii. Payment of tuition in quarterly installments, due August 15, November 15, January 15, and May 15.
 - iii. Payment of tuition in ten consecutive, monthly installments, due commencing on August 15 with a final monthly installment due by May 15.
 - iv. Payment of tuition in twelve consecutive, monthly installments, due commencing on June 15 with a final monthly installment due by May 15, in which the new school year begins.
6. A late fee of \$30 per month will be assessed by Tuition Management Systems to tuition accounts 10 days in arrears.
7. All tuition must be current before registration for a given new school year will be accepted.
8. The families of withdrawing students who seek a tuition refund under Paragraph 4 above, shall set forth a request for the refund and the reason for the withdrawal of the of the student in a written petition for the review from the director. A refund will be granted if parents have paid more tuition than the prorated amount.
9. Tuition payments shall be mailed, paid by credit card, or debited from a bank account directly to Tuition Management Systems for the Academy.
10. In cases of need, funds for tuition assistance may be available. Applications for such financial assistance are available in the school office.
11. Families with financial hardships are expected to initiate discussions with the principal regarding payment plan options.
12. Tuition is set at a higher rate because the Academy of St. Priscilla does not receive any subsidy from the adjoining parish.
13. A student may be excluded from classes until all tuition payment obligations have been met.
14. Tuition and fees will be prorated for students who transfer in during into the school during the year. Whenever a child is moving to a new school, parents must come to the office to fill out a release of records so that the student's file can be sent to that school.
15. Notwithstanding anything contained in this Policy to the contrary, the School reserves the right to pursue collection of tuition and fees due hereunder or under the Contract in any manner allowed by law or in equity and thus, more stringent collection methods for delinquent tuition accounts may be implemented as warranted by the individual situation.

Parent Signature

Date