

ENROLLMENT CHECKLIST

SAINT CATHARINE OF SIENA SCHOOL



APPLICATION & APPLICATION FEE

- completed application form - front and back with parent signature(s)
- application fee \$100 per student
(non-refundable - required to hold student's spot in the classroom.)

FINANCIAL

- FACTS payment plan - (you will receive an email prompting you to set up - select payment date of 1st or 15th)
- SIMPLE TUITION SOLUTIONS (STS) - apply for financial aid

HOME SCHOOL DISTRICT INFORMATION

- transportation form - bussing time/location will be set through home district
- copy of documentation of special education IEP GIEP 504 IST

FOR TRANSFER STUDENTS (1st - 8th grade):

- must provide copy of past 2 years report cards - after principal approval, application for enrollment may be submitted
- request of school record & evaluation form

HEALTH FORMS

- physical form
- immunization records *please submit most recent copy with this application
- dental form

OFFICIAL DOCUMENTS

- copy of birth certificate
- copy of student's social security card
- copy of baptismal certificate (needed only if you are Catholic & you want your student to receive Sacraments)

SCHOOL INFORMATION

St. Catharine of Siena School 2330 Perkiomen Avenue Reading, PA 19606 (610) 779-5810
Principal: Marcella Kraycik mkraycik@scsreading.org | Admissions: Stephanie Conlon sconlon@scsreading.org
Office / Finance: Martha D'Achille mdachille@scsreading.org |  www.scsreadingschool.org



St. Catharine of Siena School
 2230 Perkiomen Avenue
 Reading, PA 19606
 610-779-5810 (phone)
 610-779-6888 (fax)

Accredited by The Middle States Association on Elementary Schools

STUDENT

Last Name	First Name	Middle Name	Sex
Street Address		S.S. Number	Religion
City/Town/State	Zip Code	Ethnic Origin	Date of Birth
PARISH _____		White/European American Black / African American Asian American American Indian/Alaska Native Native Hawaiian or Pacific Islander	Place of Birth
Mother email: _____	Ethnicity		
Father email: _____	Hispanic or Latino Not Hispanic or Latino		
Main Phone Number	Alternate Phone Number	School District	Grade in Sept

PARENTS/GUARDIANS

Mother's Last Name	Maiden Name	Mother's First Name	Place of Birth	Religion	Daytime Phone
Father's Last Name	Father's First Name		Place of Birth	Religion	Daytime Phone
Step-Parent's Last Name	Step-Parent's First Name		Place of Birth	Religion	Daytime Phone
Step-Parent's Last Name	Step-Parent's First Name		Place of Birth	Religion	Daytime Phone
Guardian's Last Name	Guardian's First Name		Place of Birth	Religion	Daytime Phone
MAILING/Billing Address			City/Town	State	Zip Code
Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Remarried			Legal Custody <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Step-Parent <input type="checkbox"/> Father <input type="checkbox"/> Other _____		

PUBLICITY

Check here if you **DO NOT WANT** your child's picture taken except for the YEARBOOK

BROTHERS & SISTERS

Last Name	First Name	Age	Religion	School	Grade

SACRAMENTAL RECORD

SACRAMENT	DATE	CHURCH	CITY	STATE
Baptism				
First Holy Communion				
Confirmation				

MEDICAL

Please list any medical concerns regarding your child such as:

• Allergies _____	3. Daily Medication _____
• Asthma _____	4. Other _____

ACADEMIC RECORD

Did student previously attend SCS	Date Attended	Grade Assigned	Teacher Assigned	Level Assigned
Source or Reason for Admission	Date Attended	Grade Requested		Level Requested
Placement Notes		Grade Assigned	Teacher Assigned	Level Assigned
Describe any academic concerns or special needs:				
Transferred to	Date	Reason for Transfer		
Transportation Requirements <input type="checkbox"/> Walker <input type="checkbox"/> Car Rider <input type="checkbox"/> BUS Rider School District _____				

NAME and ADDRESS OF SCHOOL PREVIOUSLY ATTENDED:

Describe any special emotional needs and /or academic needs of your child.

Do you expect the student to have any problems with the self-discipline that is required of the students in St. Catharine School?

As a parent will you support the philosophy of St. Catharine School?

Parent/Guardian Signatures:

_____	_____
(Father / Guardian)	(Mother / Guardian)

PAYMENT PLANS

Dear Parents,

Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, ***we once again partnered*** with FACTS Management Company to help us manage our tuition payment program. FACTS is used by many schools locally and over 7,000 schools nationally. We are excited to be working with them and are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families. ***We will be a one Platform School with FACTS for both the SIS Database and the Financial Tuition Payment Program.***

One of our primary goals this year at St Catharine of Siena is to concentrate our efforts on improving the *business side* of our school. By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we remain committed to this goal.

You will realize these benefits by using FACTS for your tuition payment plan:

1. **Payment Dates:** You may choose either the 1st or 15th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable.
2. **Once the Program is up and running, you will go to your Family Portal, click on the Financial Button and pick your Tuition Payment Plan.**
3. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
4. **Consumer Account:** You may check your personal account or make payments online (if applicable) from the convenience of your home or office anytime.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the help of the FACTS Management Company. With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year.

Thank you for your continued loyalty and support for St Catharine of Siena. We depend on your support in our efforts to provide the highest quality of education for your children. Your continued support and cooperation is appreciated, as we remain committed to our mission.

Sincerely,
School Administration