



APPLICATION PROCESS FOR 2018-2019 SCHOOL YEAR

Please follow the procedures below in filling out the required forms
All forms are available for downloading from the website

Application Form – complete and sign (*one for each child*)

Tuition Rate – read carefully

Parent/Guardian Agreement – read carefully and sign

Application for Private School Transportation

Please complete if your child is eligible (distance from home to school must be 2 or more miles.) Submit 1 form for each child. Pre-Kindergarten students are not eligible.

Pupil Request for Loan of Textbooks

Please submit 1 form for each child in Grades K- 8.

Student's Medical and Dental Forms: (required to be submitted by dates listed below)

Immunization Requirements

No child may enter school in New Jersey without proof of immunization. Please read immunization requirements carefully.

New Student Medical Assessment

Complete 1 form for each student. To be submitted with proof of child's immunization at the time of registration.

Medical Examination Record

To be completed by physician and returned to school office no later than the first week in May. The physical examination must be current and within the past 6 months to 1 year. If there is a problem with the physical coming due before insurance coverage is available, please call with the date on which the appointment has been made. This is usually dictated by child's birth date. Please call the school nurse with any questions. Submit 1 form for each child.

Dental Form

To be completed by dentist and returned to school office no later than the first week of school. Submit 1 form for each child.

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SUBMIT COMPLETED FORMS WITH:

\$100 Registration Fee per child (Check payable to St. Bartholomew Academy)

- Original Birth certificate and 1 copy
- Baptismal Certificate (if Catholic) and 1 copy
- Copy of latest report card and standardized test scores (Application for Grades 1-8)

Please note:

- **To apply for Kindergarten**, a child must be 5 years of age on or before October 1, 2018. Children entering Kindergarten are given a brief readiness assessment in the spring. Final admission is contingent upon the evaluation of readiness.
- **To apply for Pre-Kindergarten four-year old program**, a child must be 4 years of age on or before October 1, 2018.
- **To apply for Pre-Kindergarten three-year old program**, a child must be 3 years of age on or before October 1, 2018 and be toilet trained.
- **Transfer students** will be accepted on the basis of a 30-day trial period. At the end of this period, a review will be conducted by the principal and teacher(s) to assess the student's permanent status.

Admissions Process

At the time of application submission, a brief interview will be scheduled for the parent(s) and child with the Academy principal.

Applications are evaluated on a rolling basis. Parents will receive a letter indicating admission status shortly after submission of application materials. All admissions are contingent upon receipt and review of all required medical, dental, and immunization information. Final Kindergarten admission is contingent upon the results of the Kindergarten readiness assessment conducted in the late spring.

Please contact the Academy office with any questions you have about the application and admissions process.