

OUR LADY OF THE SNOWS SCHOOL

79-33 258th Street
Floral Park, New York 11004
718-343-1346
www.ourladyofsnowsschool.org

REGISTRATION INFORMATION FOR 2010-2011

Each child, regardless of race, color, sex, or national or ethnic background, will be considered for acceptance into Our Lady of the Snows School.

THE FOLLOWING GUIDELINES WILL ASSIST YOU IN REGISTERING YOUR CHILD IN OUR SCHOOL. PLEASE READ THEM CAREFULLY AND FOLLOW THROUGH ON ALL ITEMS PERTAINING TO THE GRADE YOUR CHILD WILL ENTER IN SEPTEMBER.

I. DOCUMENTS, FORMS, AND RECORDS

PLEASE NOTE: No child will be registered unless the required items listed below are presented in the school office at the time of the registration interview:

- A. Original Birth Certificate showing imprint of the official seal.
- B. Original Baptismal Certificate (for those children who have been baptized) showing imprint of the church's seal, even if the child was baptized in Our Lady of the Snows Church or into another faith.
- C. Registration Forms (two attached) completed by parent with all required information.
- D. Immunization History (form attached-can't accept doctor's card) completed and signed by your doctor or health clinic based on your child's records. Completion of this form does not require a medical exam for your child at this time.
- E. Parent Service Form (attached) for students registering in **Grades Pre-K to 7**. Each family in Grades PreK - 8 must volunteer time in school or with fund-raisers during the year or pay an additional \$500 per year. Please see attached information from the Parent Service Committee of the Home-School Association.
- F. **One** self-addressed manila size envelope (**with three stamps attached**) for **Grades 1 to 7** (9" x 12"). **Nursery, Pre-K, and Kgn** children need **one** stamped business size envelope(4"x9 1/2").
- G. Progress report and letter from present teacher for a child registering in **Grade 1**.
- H. Report cards, progress reports, and test scores (from the previous two years of school and Grade 4 NY State ELA and Math results, if applicable), and a letter from present teacher for any student registering in **Grades 2 through 7** to verify his/her scholastic standing. We do not accept students who have marks below 80 or a mark less than 3 (on a public school report card). Students must have an S or better in conduct.
- I. Registration Interview - One or both parents and child(ren) being registered will be interviewed by the principal at the time of registration. All required documents, forms, and records as indicated above must be presented at this interview.

2. OTHER REQUIREMENTS

A. Age and Appropriate Behavior -

For: Nursery	- child must turn 3 years old in 2010
Pre-K	- child must turn 4 years old in 2010
Kindergarten	- child must turn 5 years old in 2010

Our school will follow the Nassau County cut-off date of December 1 for Nassau County residents. Children **must** be fully toilet trained (no pull ups) and off the bottle and pacifier for at least three months before beginning school.

B. Registration Interview Dates - (call 718-343-1346 for an appointment)

Registration interviews will be by appointment only. If you will be registering more than one child, please notify the school office when you make your appointment. Registration will be held on the following dates:

Nursery & Pre-K	- February 9 and 10, 2010	- 9 to 10 a.m. for registered parishioners
		- 10 to 12 a.m. for non-parishioner/non-Catholics
Grades K to 7	- February 23, 24 and 25, 2010	- 9 to 10 a.m. for registered parishioners
		- 10 to 12 a.m. for non-parishioners/non-Catholics

If you cannot register on the above dates, please call the school office on or after February 26 for future dates that will be set aside for registration of new students.

C. Registration Fee - (non-refundable) must be **paid at the time of interview**, as follows:

Grades Nursery - \$175.00 per child PK to 7 - \$275.00 per child

Please pay this fee by check or money order when you register and make it out to Our Lady of the Snows School. We cannot accept cash for registration or tuition payments.

D. Medical Examination and Form - Every child entering Nursery, PreK, or Kindergarten, or a child transferring into Grade 1 to 7 must have a complete medical examination before s/he can be admitted to our school. A child transferring into Grade 1 to 7 from another school located in New York City must request the school to send his/her original medical records to us in June. We will give you further information and the appropriate medical forms during the registration interview. No child can start in OLS without a completed medical exam.

3. INFORMATION ABOUT OUR LADY OF THE SNOWS SCHOOL

A. Principal - Sister Roberta Oberle

B. Enrollment - Approximately 500 students

C. Grades and Class Size - Nursery: - 15 to 18 per day (with an aide)
Pre-K: - 18 to 20 children (with an aide)
Kindergarten: - 25 children - no more than (with an a.m. aide)
Grades 1 to 8: - Class size varies

D. School Hours - Nursery - AM Half day: M to F - 8:20 a.m. to 11:00 a.m.
Nursery - PM Half day: M to Thurs - 12:00 p.m. to 2:25 p.m.
Pre-K - Full : M to F - 8:20 a.m. to 2:25 p.m.
Kindergarten: M to F - 8:15 a.m. to 2:25 p.m.
Grades 1 to 8: M to F - 8:15 a.m. to 2:30 p.m.

E. School Curriculum - Our school strives to develop in our students a firm foundation in Christian doctrine and values. We follow the New York State and Diocese of Brooklyn and Queens guidelines for curriculum development in all grades. In addition to the regular curriculum, Grades Pre-K to 8 attend classes in art, computer, and physical education. Grades 5, 6, 7 and 8 study Spanish, and Grades 3 to 8 learn library science. We also have the services of a reading specialist for grades 1 to 4 three days a week and a guidance counselor one day a week. Non-Catholic students are expected to study and pass Religion as they would any subject.

F. Tuition - The attached Tuition/Fees/Payment Schedule will give you the information you need to determine costs for your family for the 2010-2011 school year.

G. Morning Care Program - is available for students in all grades starting at 7:25 a.m. each morning. Information will be available at the registration interview.

H. Extended Care Program - is available for our students in Grades Pre-K Full Day to 8 from dismissal to 6 p.m. Information will be available at the registration interview.

I. School Uniform and Shoes and Gym Uniform are required for students in Grades K to 8. Information will be available at the registration interview. All students **must** purchase uniforms from our uniform store.

J. Transportation - Students in Grades K to 2 may be eligible for transportation on the NYC yellow school bus if they live a half-mile or more from school. Students in Grades 3 to 6 may be eligible for transportation on the NYC yellow school bus if they live a mile or more from school. Metro Cards can be requested for students to use on the NYC public bus system. The NYC Office of Pupil Transportation decides on the locations of the school bus stops and determines who is eligible for the school bus or the Metro Card through an application sent in by the school office. Information will be available at the registration interview. Students in Nassau County should go to their Town Hall to request service.

4. PARISH MEMBERSHIP

We encourage Catholic families in our parish boundaries to register in Our Lady of the Snows Parish, worship regularly, and contribute weekly in support of our parish through the use of the parish envelopes. We are deeply interested in you and want your family to be members of our parish family. Registration forms can be obtained at the parish office on 259th Street. The parish office telephone number is 718-347-6070.

Our Lady of the Snows School

www.ourladyofsnowsschool.org

REGISTRATION FORM - NURSERY THROUGH GRADE 7 - 2010 - 2011

Applying for Grade _____

Date of Registration _____

Student Information - PLEASE PRINT ALL INFORMATION CLEARLY

1) Last Name _____ Middle _____ First _____

2) Name student likes to be called _____ 3) Circle one: Male Female

4) Birth date: _____ Place of Birth: _____
Mm/dd/yyyy City State Country
(as stated on birth certificate)

5) Where does this student fall in the birth order? ____ (1st, 2nd, 3rd) How many children are in your family? ____

6) Is this child the oldest child in your family enrolled in this school? Yes No

7) Does this student have an Individualized Education Plan (IEP) on file? Yes No

8) Language spoken at home? _____ 9) Polio vaccine ____/____/____ (Office use only)
Mm/dd/yyyy

10) Religion _____ Parish Affiliation _____

11) OLS Envelope # _____

12) Is the child on medication? Yes _____ (please specify) No _____

13) Child's Church of:

Baptism: _____ Location: _____ Date: _____

Penance: _____ Location: _____ Date: _____

Communion: _____ Location: _____ Date: _____

Confirmation: _____ Location: _____ Date: _____

14) Previously Attended Schools:

<u>Name</u>	<u>Address in Full</u>	<u>Dates Attended</u>	<u>Grades</u>
_____	_____	_____	_____
_____	_____	_____	_____

15) Morning Care: ____Yes ____No Extended Care (Pre-K through 8): ____Yes ____No

16) Transportation requested (NYC Students, if applicable): ____Yes ____No

Yellow School Bus (Gr. K-6) ____ Bus Stop #/Location _____ To ____ From ____

Public Bus Line ____ Line #/Route _____

Will your child be riding a Nassau County school bus or a private bus? ____Yes ____No

Town coming from _____ Private bus name _____

I certify that all of the information is accurate, and I will immediately inform the school office of any changes.

Parent's Signature: _____

Our Lady of the Snows School

www.ourladyofsnovsschool.org

REGISTRATION FORM - NURSERY THROUGH GRADE 7 - 2010 - 2011

Name of Child (ren): _____

Family Information

Family Member 1 (This is the primary care taker of the student and resides with the student)

Title: _____ (Mr., Mrs., Dr., Ms., etc.) Marital Status: ___Single ___Married ___Separated ___Divorced

First Name _____ MI _____ Last Name _____ Maiden _____

Home Address: _____
(Number and Street) (Town) (Zip)

Home Phone (____) ____ - _____ Cell Phone: (____) ____ - _____

Birthplace: _____ Religion _____ Living _____
Deceased _____

Work Phone (____) ____ - _____ Ext: _____

Occupation _____ Employer _____

E-mail Address _____ @ _____

Family Member 2 (Mom/Dad information)

Title: _____ (Mr., Mrs., Dr., Ms., etc.) Marital Status: ___Single ___Married ___Separated ___Divorced

First Name _____ MI _____ Last Name _____ Maiden _____

Home Address: _____
(Number and Street) (Town) (Zip)

Home Phone (____) ____ - _____ Cell Phone: (____) ____ - _____

Birthplace: _____ Religion _____ Living _____
Deceased _____

Work Phone (____) ____ - _____ Ext: _____

Occupation _____ Employer _____

E-mail Address _____ @ _____

OUR LADY OF THE SNOWS SCHOOL

Registration/Tuition Fee Form
2010-2011

Date of Registration _____

Catholic _____
Eastern Rite Catholic _____
Non-Catholic _____

Family Name (Last) _____

Father's Name (First and Last) _____

Mother's Name (First, Maiden, and Last) _____

Family Address _____
(Number and Street)

(Town) (State) (Zip)

Telephone _____ Cell _____
(Area Code) (Number) (Area Code) (Number)

Children being registered at Our Lady of the Snows School - Please start with the oldest child. Give last name of child if different from family name listed above.

<u>NAME</u>	<u>DATE OF BIRTH</u>	<u>GRADE IN SEPTEMBER, 2010</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is your family registered in Our Lady of the Snows Parish? Yes _____ No _____

Weekly Envelope Number _____

TO BE FILLED IN BY THE SCHOOL OFFICE:

Registration Fee _____ Date _____ Check Number _____

Tuition _____ Date _____ Check Number _____

OUR LADY OF THE SNOWS SCHOOL

Name _____ Date of Birth _____ Class in September _____

IMMUNIZATION HISTORY
(To be completed by physician or health clinic representative)

DPT or DT or TD _____
Date Date Date Date Date

Tdap _____ (applies to all entering grades 6 & 7 - ages 11 & up)
Date

POLIO _____
Date Date Date Date Date

HIB _____
Date Date Date Date

MEASLES (or MMR) _____
Date Date
(on or after first birthday) (on or after 15 months of age)

MUMPS _____
Date

RUBELLA _____
Date

VARICELLA (CHICKENPOX) _____ (on or after 1st birthday)
Date

HEP B _____
Date Date Date
(3 doses for children entering Nursery - 8th)

Signature of physician or health clinic representative Date

Print name of physician or health clinic representative

Address Town Zip

(Area Code) Telephone Number

Do not write below this line (for school use only). _____ 1/10

Date of Registration _____ Admitted _____

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79-33 258 Street
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www.ourladyofsnowsschool.org

PLEASE KEEP THIS SHEET FOR FUTURE REFERENCE!

TUITION/FEES FOR 2010-2011

Grades K – 8

<u>Catholics</u>		
One Child	-	\$3400
Two Children	-	4600
Three Children	-	5300

<u>Non-Catholics</u>		
One Child	-	\$3700
Two Children	-	6000
Three Children	-	7000

There is one standard tuition fee for all Catholic families who are in or out of Our Lady of the Snows Parish. Tuition increase for Grades K-8 includes your \$250 church contribution, class fees, insurance, religion book, testing, planner, etc.

NON-REFUNDABLE RE-REGISTRATION FEE

GRADES PRE-K to 8 - \$275 - FIRST CHILD/\$100 - EACH ADDITIONAL CHILD
CHECK OR MONEY ORDER ONLY

PRE-K

<u>Pre-K</u>			
M to F	- Full Day	- One Child	- 3500
	Full Day	- Second Child	- 3100

OTHER FEES - PER FAMILY

**Fair Share Fee -	\$ 75
**Lunch Duty Fee -	\$100
Parent Service Fee -	\$500
**Fare Share and Lunch Duty fees are included in registration and are Non-Refundable	

TUITION PAYMENT SCHEDULE FOR 2010-2011

For the convenience of our families, the yearly tuition fees are broken down into ten (10) monthly payments. The monthly payment for your child(ren) can be determined by dividing your total tuition by ten. You will receive a billing summary along with 10 (ten) coupons attached to it). Each month you remit payment in an envelope, including the coupon for the month, with the child's name, class, and tuition payment #. YOUR CHILD'S NAME AND GRADE MUST BE NOTED ON ALL CHECKS OR MONEY ORDERS. The cancelled check will be your receipt. In addition, there will be a \$2 charge to replace any lost coupons. Tuition payments are due on the first of each month as follows:

<u>Payment</u>	<u>Due</u>	<u>Payment</u>	<u>Due</u>	<u>Payment</u>	<u>Due</u>
#1	August 1	#5	December 1	#8	March 1
#2	September 1	#6	January 1	#9	April 1
#3	October 1	#7	February 1	#10	May 1
#4	November 1				

- ◆ Tuition payment #1, due August 1, can be made at the School Office on 258 Street on Monday or Tuesday, August 2 or August 3, between 9:30 and 11:00 a.m.
- ◆ Tuition payment #2, due September 1, can be made at the School Office on 258 Street on Wednesday or Thursday, September 1 or 2, between 9:30 and 11:00 a.m.
- ◆ Payments also can be mailed to school, marked "Attention: School Office".

- over please -

Any tuition payment not received by the 15th of the month it is due is subject to the following late fees:

All Grades - \$25 per payment

IF YOU ANTICIPATE A PROBLEM MEETING A TUITION PAYMENT, PLEASE INFORM THE SCHOOL OFFICE IN WRITING BEFORE THE FIRST OF THE MONTH.

Any "**Returned Check**" will have to be reissued along with a bank fee of \$20 whenever a check is returned to us for insufficient funds or any other reason. We do not redeposit these checks. After two checks have been returned by the bank, only money orders will be accepted for future payments.

Fair Share Program and Fee - Our school families benefit from the funds generated by our Home School Association functions. Thanks to your support of these fund raisers hosted by the HSA, the 2010/2011 tuition increase was kept to a minimum. These fund raisers are an excellent way for our school families to get to know each other in a social environment as well. The Fair Share Program will have a \$75 fee and entitle each family to \$70 worth of prepaid tickets for the Home School fund raiser(s) of your choice that take place during the school year. The additional \$5 will be allocated to the making of raffle baskets needed for the different fund raisers. This fee is mandatory and must be included in your August tuition payment. This program has brought many more families together and at the same time kept tuition increases to a minimum.

Lunch Duty Fee - This fee, which is included in your re-registration fee, will allow us to pay the parents who are willing to do an additional service to adequately cover many areas where we are short-handed. Anyone who works an additional service will be paid \$10 PER SESSION. In order to finance these payments, EVERY family in the school is required to pay a \$100 lunch duty fee.

A "**3 percent discount**" will be given to each family who pays their tuition in full by August 3. This only applies to tuition not any other school fees, and the discount does not apply to tuition received after August 3. There are no exceptions. If you will be away, you may send the payment in advance to the school address.

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TUITION/FEES FOR 2010-2011

NURSERY

NON-REFUNDABLE REGISTRATION FEE - \$175 PER CHILD
CHECK OR MONEY ORDER ONLY

NURSERY TUITION

AM Hours are from 8:20 - 11:00

M to F - 5 Days AM - One Child - \$2400

PM Hours are from 12:00 - 2:25

M to Th - 4 Days PM - One Child - \$2150

OTHER FEES - PER FAMILY

Fair Share Fee - \$ 75
(Included in registration and is Non-Refundable)

TUITION PAYMENT SCHEDULE FOR 2010-2011

For the convenience of our families, the yearly tuition fees are broken down into ten (10) monthly payments. The monthly payment for your child(ren) can be determined by dividing your total tuition by ten. You will receive a billing summary along with 10 (ten coupons attached to it). Each month you remit payment in an envelope, including the coupon for the month, with the child's name, class, and tuition payment #. YOUR CHILD'S NAME AND GRADE MUST BE NOTED ON ALL CHECKS OR MONEY ORDERS. The cancelled check will be your receipt. In addition, there will be a \$2 charge to replace any lost coupons. Tuition payments are due on the first of each month as follows:

<u>Payment</u>	<u>Due</u>	<u>Payment</u>	<u>Due</u>	<u>Payment</u>	<u>Due</u>
#1	August 1	#5	December 1	#8	March 1
#2	September 1	#6	January 1	#9	April 1
#3	October 1	#7	February 1	#10	May 1
#4	November 1				

- ◆ Tuition payment #1, due August 1, can be made at the School Office on 258 Street on Monday or Tuesday, August 2 or August 3, between 9:30 and 11:00 a.m.
- ◆ Tuition payment #2, due September 1, can be made at the School Office on 258 Street on Wednesday or Thursday, September 1 or 2, between 9:30 and 11:00 a.m.
- ◆ Payments also can be mailed to school, marked "Attention: School Office".

Any tuition payment not received by the 15th of the month it is due is subject to the following late fees:

All Grades - 8 - \$25 per payment

IF YOU ANTICIPATE A PROBLEM MEETING A TUITION PAYMENT, PLEASE INFORM THE SCHOOL OFFICE IN WRITING BEFORE THE FIRST OF THE MONTH.

Any "**Returned Check**" will have to be reissued along with a bank fee of \$20 whenever a check is returned to us for insufficient funds or any other reason. We do not redeposit these checks. After two checks have been returned by the bank, only money orders will be accepted for future payments.

Fair Share Program and Fee - Our school families benefit from the funds generated by our Home School Association functions. Thanks to your support of these fund raisers hosted by the HSA, the 2010/2011 tuition increase was kept to a minimum. These fund raisers are an excellent way for our school families to get to know each other in a social environment as well. The Fair Share Program will have a \$75 fee and entitle each family to \$70 worth of prepaid tickets for the Home School fund raiser(s) of your choice that take place during the school year. The additional \$5 will be allocated to the making of raffle baskets needed for the different fund raisers. This fee is mandatory and is included in your registration fee. This program has brought many more families together and at the same time kept tuition increases to a minimum.

OUR LADY OF THE SNOWS SCHOOL
PARENT SERVICE COMMITMENT
PRE-K THROUGH GRADE 8
January 2010

Dear Parents,

We would like to thank our volunteers for their dedication to their Parent Service Commitment this past year. We would also like to remind you that it is important to take your service seriously for the benefit and safety of your children. We cannot do it without your help.

As part of your school responsibility, each registered family is required to fulfill a specific function by giving time to the school. In the past, this relieved Our Lady of the Snows School from hiring personnel to fill these necessary roles. We have reached a point where we no longer have enough volunteers to adequately cover many positions. We will, therefore, have to pay some parents to do an ADDITIONAL service. In order to finance these payments, EVERY family in the school will be required to pay a \$100.00 lunch duty fee. This charge is included in your registration fee.

When you register your child, you MUST still choose a service which will be assigned, as always, on a first come, first served basis. After the scheduling is completed, we will be able to determine when and where additional help is needed. At that time we will ask for help from school families.

If you have any questions concerning the services, please contact the school. Records will be kept of those who volunteer and will be reviewed periodically. Those families who fail to fulfill their commitment will be billed, pro-rated on the \$500.00 annual service fee. If you have consistently missed your service, we may not be able to schedule you for a service next year. You will be required to pay the \$500.00 parent service fee.

Because our school needs volunteers, we are unable to accept parish activities as an alternative service. We are aware that there are many parents who devote a good deal of time to parish activities. Unfortunately, as it is, there are not enough volunteers to adequately help our school and our children. **Please consider each option carefully before making your selection because we may not be able to accommodate changes once the schedule has been made.**

VARIOUS FUNDRAISERS – selling raffles in November, for the January calendar raffle and March/April, for the Spring Raffle in the equivalent amount of the parent service fee. More information to follow.

LUNCH DUTY – from 11:45 until 1:00 once each week on the day selected, to maintain order and discipline while teachers have lunch. As always, this is where we need the most help.

LIBRARY ASSISTANT* – approximately 1 ½ hours per week (either AM or PM during school hours), to read to, and check books in and out for the children.

HALL DUTY* – approximately 3 hours per week (either AM or PM), to assist the school secretary from Sept. - Jan. or Feb. - June.

FOOD PREPARATION* – to prepare pizza, snacks, and beverages for sale to the students.

259th STREET STOP & DROP AND SUPPLIES* – one day per week, to assist at the stop & drop from **8:00 AM** until 8:20 AM and then to sell supplies in the school office from 8:20 AM until 8:50 AM.

We understand that many families must work two jobs, however we are short-handed. We hope that you will be patient with us as we try to work out a system that will best benefit all our children. Thank you for your cooperation and understanding.

Sincerely,

Msgr. Chappetto
Sister Roberta
Parent Service Committee

*There are a limited number of positions in these categories.

**OUR LADY OF THE SNOWS
PARENT SERVICES COMMITTEE COMMITMENT**

PLEASE PRINT ALL INFORMATION CLEARLY

Date: _____

FATHER'S NAME: _____

MOTHER'S NAME: _____

ADDRESS: _____ TOWN _____ Zip Code _____

PHONE: (_____) _____

NAME(S) OF CHILD OR CHILDREN		GRADE IN SEPTEMBER 2010
Last	First	
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please Indicate Your Choice of Service Activity Below

Use 1 for first choice and 2 for alternate selections. **You must indicate at least two choices or a second choice may be selected for you.**

_____ LUNCH DUTY*

MON TUES WED THURS FRI

* from 11:45 till 1:00 once each week on the day selected for entire school year.

_____ HALL DUTY*

AM PM MON TUES WED THURS FRI
 8:20-11:30 11:30-2:30 * Choice of one of two sessions

Sept-Jan Feb-June

_____ LIBRARY ASSISTANT*

AM PM MON TUES THURS FRI

* Scheduled hours vary. Service time usually averages one and one half hours per week during school hours.

_____ FOOD PREPARATION*

MON TUES WED FRI
 Pizza Snacks Pizza Administration

_____ 259th STREET STOP & DROP AND SUPPLIES

MON TUES WED THURS FRI

*from 8:00 to 8:50 AM one day per week for entire school year.

_____ VARIOUS FUNDRAISERS

Selling raffles in November, for the January calendar raffle and April, for the Spring Raffle in the equivalent of the parent service fee. Details to follow.

_____ I am unable to provide any commitment to the Parent Service team for the school. I agree that I will include a **\$50.00** service fee each month along with my child's tuition payment totaling **\$500.00** for the school year.

_____ I am available to provide one extra day of service each week. I understand I will be paid \$10.00 for each week. When need is determined, the parent service committee will contact you to arrange scheduling. Thank you for your help and cooperation.

SIGNATURE _____