



Pre-Kindergarten - Grade 8

41 East First Street
Waconia, MN 55387
Telephone 952-442-4500 • Fax 952-442-3719
email: schooloffice@stjosephwaconia.org
website: www.stjosephwaconia.org

MISSION STATEMENT

In partnership with family, parish and the community, St. Joseph Catholic School serves God and community by educating Pre-K through 8th grade students. The school develops the whole child by providing an education integrated with traditional Catholic values and spirituality.

ADMISSIONS POLICY

No child whose parents desire to enroll him/her in St. Joseph School will be denied on the basis of race, ethnicity, financial status, or gender. Pre-Kindergarten students must be age three (3) by the first of September of the calendar year in which they intend to enroll. Kindergartners must be five (5) by the first of September of the calendar year in which they intend to enroll. Completion of an early childhood screening with results available to St. Joseph school is highly recommended. This screening is available through the public school district or a physician.

St. Joseph School may admit new students at any time during the school year. Prior to such admission, St. Joseph Catholic School and the parents must reach an agreement regarding all tuition obligations and expectations concerning completion of that school year.

Every effort is made to provide each qualifying child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their principal or pastor if a financial problem arises.

Students are accepted in the following priority if their priority registration deadline is met:

1. All students presently attending the school in grades Pre-Kindergarten through 8th grade.
2. New students who are brothers and sisters of students in the school in grades Pre-Kindergarten through 8th grade.
3. Children of staff members.
4. New students who once had brothers and sisters in the school and are active members of the parish.
5. New students who are children of alumni and are active members of the parish.
6. Students who are registering for the first time in the school and whose nuclear family is an active member of St. Joseph Parish.
7. New students who have transferred from another Catholic school and were active members of their previous parish and have joined St. Joseph Parish.

8. Students who are not members of the school but are members of another Catholic parish providing financial support to the school.
9. Students registering to attend the school who are Catholic.
10. Students who are non-Catholics.

In the event that a family currently in the parish or school has not registered by annual priority registration deadline prior to the school year, priority will then go to families based on the above guidelines. If at any time there are more students than classroom space available, classrooms will be filled based on the above guidelines for all reservations received by annual priority registration deadline in an unbiased manner. No child is considered registered unless arrangements have been made for payment of all fees from the previous year and all required registration information has been turned in. Registrations received after annual priority registration deadline will be enrolled by date priority once all registration materials have been received.

Approved September 10, 1997
Amended January 8, 2003

REGISTRATION POLICY

Upon making the decision to enroll their child(ren) at St. Joseph Catholic School, parents and guardians are required to complete registration/reservation materials and submit a registration fee before the child(ren) will be assigned to a classroom.

No child is considered registered unless satisfactory arrangements have been made for payment of all fees from the year previous to the one in which the family is seeking enrollment.

While St. Joseph School will accept reservations for potential enrollment throughout the school year, this is not a confirmation of enrollment. Confirmation of enrollment [grades PK-8] will occur after annual priority registration deadline and is subject to the Admissions Guidelines of St. Joseph School.

This registration fee is nonrefundable in all instances except when St. Joseph School, by virtue of its admissions policy, is unable to place the child(ren) in a classroom.

Approved: February 26, 2002

TUITION POLICY

The School Board will determine tuition rates for the following school year in the process of establishing the annual budget. Arrangement must be made with the business office for payment of all outstanding parent investments from the previous school year before a family will be able to register for the next school year. With regard to eighth grade students, all bills are to be paid prior to graduation or no diploma will be issued. Hardship cases may petition to the pastor.

Tuition payments begin in June preceding the start of the school year in September.

Each family must either choose to participate in the SMART tuition management program or make two payments resulting in tuition paid in full by September 1.

Families may apply for financial assistance. Aid will be given on the basis of true need and the amount of money available for such assistance.

"True Need", which will mean extreme hardship, must be exhibited through a necessary application form to TAAS (Tuition Assistance Application Service) for assistance. All information will be confidential. Emergency cases during the school year will be reviewed on an individual basis.

Parents will be contacted if tuition payment is two months in arrears.

If all outstanding tuition has not been paid by the last day of school, parents may pick up their child(ren)'s report cards from the business office when they make arrangements for payment of all outstanding funds.

Approved - August 1985.
Amended - February 26, 2002
Amended – January 25, 2007

WAITING LISTS AND CLASS SIZE GUIDELINES

The guideline for class size in a single Kindergarten session is 18 students.

The guideline for class size in Kindergarten-Grade 8 is 52 students per grade with the guideline for individual classroom enrollment set at 26 students. Educational judgment of school administration and school board determines the final number of students to be enrolled with focus on educational delivery by teaching staff.

Teacher's Assistants are assigned to classrooms based on the professional judgment of school administration.

While St. Joseph School will accept reservations for potential enrollment throughout the school year, this is not a confirmation of enrollment. Confirmation of enrollment will occur after annual priority registration deadline following the above Admissions Guidelines.

Waiting lists will be established when grades are filled. The decision to open another classroom and/or hire additional staff will be made at a later date by the school board.

Approved March 12, 2003

ACTIVE PARISHIONER POLICY

A family shall be considered a parishioner of The Church of St. Joseph and therefore eligible for reduced parishioner tuition rates, under the following conditions:

1. The family is registered at The Church of St. Joseph.
2. The family is active in the life of St. Joseph Parish in an identifiable way, i.e., it supports the parish by giving of its time, talent, and treasure.

- a. Giving of one's time and talent means volunteering in some aspect of parish life (i.e., Parish Ministries, Parish Committees, Music Ministries, Parish Fund Raising, Parish Social Events, Faith Formation, Spiritual Growth, Facilities Maintenance, Administration Assistance, or Parochial School*). *Volunteering in the parochial school must significantly affect the overall school program through such things as the Marketing committee, Endowment, School Board, Home and School, etc. Serving in roles that enhance your child's classroom is a responsibility that all parents bear as primary educators of their children.
- b. Giving of one's treasure means contributing financially on a regular basis to The Church of St. Joseph. It does not include tuition payments, Marathon, or Fair Share payments to St. Joseph School. These payments to the school offset a portion of the cost of educating your child(ren). They are not gifts to The Church of St. Joseph.

Note: If a family has recently moved into the area, they must **COMMIT** to being active in the life of St. Joseph Parish in an identifiable way as listed above in condition 2.

If conditions 1 and 2 are met, the family may enroll their child(ren) as parishioners of The Church of St. Joseph and be granted the reduced parishioner tuition rates.

If the conditions are not met, the family will be charged non-parishioner tuition rates the following year. If non-parishioners fulfill conditions above by January 1 of the following year, they may then be eligible to enroll for the following school year as parishioners. Decisions regarding parishioner and non-parishioner tuition rates will be made in consultation with the principal, pastor, and business administrator.

Approved September 6, 2001