MTCES
Mother Teresa Catholic Elementary School

Dear Prospective Kindergarten Family,

For the 2027-2028 school year, MTCES is offering early registration to new families. It is important for us to begin the planning process for the 2027-2028 school year. If you are considering sending your child to MTCES for **kindergarten** next year, please read through the details below.

Kindergarten Registration Details:

1. Eligibility: Kindergarten is open to all children who will turn five years old on or before August 31, 2027.
2. Registration Period: Early registration for kindergarten will be open for all ***new families*** from **November 3 - December 4**. Families who apply during this time period will be notified by December 16 of their acceptance status. Families who register after December 4 will be notified in March of their acceptance status.
3. The non-refundable early entrance registration fee is $250 (per family), which will be processed. A check or cash must accompany the application for kindergarten. If you are offered a spot and decline the acceptance, your registration fee will **not** be refunded. If you wish to be taken off of the waitlist, your registration fee will be refunded.

To be considered entrance into kindergarten, please submit the following forms to the MTCES office:

- ☐ Registration Form
- ☐ Copy of your child's birth certificate
- ☐ Copy of your child's baptismal certificate (if applicable)
- ☐ Parish and Volunteer Form (if applicable)
- ☐ $250 non-refundable application fee (check or cash)

Sincerely,

Molly Hinker, Director of Enrollment & Engagement
mhinker@mtces.org
(513) 779-6585 x34

Denise Harvey, Principal & CEO

Mother Teresa Catholic Elementary School Registration Form

Kindergarten 2027-2028

Please fill out the information below to apply for kindergarten for the 2027-2028 school year. Reminder: A copy of your child's birth certificate, baptismal certificate (if applicable), volunteer documentation, and $250 registration fee must accompany this application.

Today's Date: _____

Student Information

Legal Name of Student:

_____

(First) (Middle) (Last)

Nickname: _____ **Date of Birth (mm/dd/yy)**:_____

MTCES abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. MTCES considers the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school-sponsored dances, dress and uniform policies, the use of changing facilities, showers, locker rooms, sleeping accommodations on trips, titles, names and pronouns, and school records. As an applicant/registrant and/or parent/guardian for admission to MTCES, I understand and agree to this policy.

Please check your child's biological sex: Male_____ Female____

**Ethnicity information is required and collected by the US Department of Education*

Ethnicity (circle one): White Black Hispanic Asian Native Hawaiian/Other Pacific Islander Native American/Native Alaskan Multiracial

Please Circle One: Non-Hispanic Hispanic

Religion: _____ **Parish/Church:** _____

Is your child baptized (circle one): Yes No ***Please include a copy of the baptismal certificate with this application**

Name of Preschool Attended: _____ **Years Attended:** _____

Please circle if your child has ever qualified for the following: IEP ISP 504 MFE Action Plan Reading Services
***If you circled above, please attach a copy of the plan with this application.**

Has your child received counseling services in the past year (please circle)? Yes No

Has your child received speech services in the past year (please circle)? Yes No
***If you circled yes, please attach a copy of the plan with this application.**

☐ **Please check if your child has never received intervention or qualified for any of the services listed above.**

**Please note that the above information helps us to plan accordingly for the services that we may provide for your child.*

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Mother Teresa Catholic Elementary School Registration Form, Continued

Kindergarten 2027-2028

Family Information:

Primary Family Phone: (____)_____ Primary Family Email: _____

Student Address: _____

City: _____ State: _____ Zip: _____

Who does the student primarily live with: Both Parents Mother Father Other: _____

Status of Parents (please circle one): Married Divorced Separated Never Married Mother Deceased Father Deceased

If the mother and father's addresses are different, who has legal custody of the child? _____

Mother's Name: _____ Email: _____

Occupation: _____ Employer: _____

Address (if different from student): _____

Phone Number: _____ Religion: _____

Father's Name: _____ Email: _____

Occupation: _____ Employer: _____

Address (if different from student): _____

Phone Number: _____ Religion: _____

Please list siblings and expected entry date to MTCES (MM/YY): _____

_____

Admissions Policy 2027-2028

Mother Teresa Catholic Elementary School is a private, Catholic elementary school supported by tuition and donations. The school strongly supports the parish concept and the importance of a family's commitment to its parish. The school also keeps an active, open and ongoing relationship with the area parishes to foster and nurture the identity of the Catholic parish.

Students will be admitted in the following order. If classes are filled per criteria below, a lottery will be used to fill openings at that level.

1. Current students whose registration is complete, tuition payments are current, and whose family is in compliance with the Family Volunteer Service Contract.
2. Siblings of present students whose families meet criteria 1.
3. New students whose parent, family member, or guardian are faculty/staff or currently serving on the Board of Trustees, or who have served as a Board member in the past, as confirmed by the Secretary of the Board.
4. New students whose immediate family member (sibling or parent) is an alumni of the school.
5. Children who have stayed on the waiting list for the prior school year, have applied for the current school year, and still qualify for categories 5 through 7 in the admission policy. The waiting list will not be redrawn and the order carries over from the prior year.
6. New students whose parents, family members, or guardians have demonstrated significant volunteerism and or stewardship and are active members of a Catholic parish as determined by the board – See Family Volunteerism Section below.
7. New students who are Catholic.
8. Remaining positions will be filled by lottery.
9. Applicants submitted after the registration period will be admitted on a rolling basis.

Sibling status is defined as a new incoming student who is a sibling of a currently enrolled MTCES student. Sibling status is granted only to families who enroll a sibling during the priority enrollment period and do not withdraw the older child at a later time**.** Those who are unable to gain admittance may wish to remain on a waiting list. The order of those placed on the waiting list will also be determined by lottery. Registrations not received by the deadline will be placed on the waiting list in the order they are received.

Kindergarten students must be five years of age on or before August 31, 2027 and participate in a kindergarten readiness screening, which will take place in May 2027. **Kindergarten students' acceptance is pending based on the results of the kindergarten readiness screening.**

Transfer students in grades 1-4 will be admitted after the application is complete and records from the previous educational institution are reviewed.
In grades 5-8, acceptance is based on a review of records from the previous educational institution(s), and a review of the recommendation from the previous educational institution(s). All transfer students entering MTCES will be admitted under a trial period which lasts a minimum of one trimester and will be reviewed periodically following these guidelines for full admission.

- The student will uphold the student code of conduct.
- The student consistently turns work in on time and fulfills all academic requirements.
- The student maintains acceptable grades and demonstrates progress in academic studies.

The above requirements will be reviewed with the student and parent(s) before acceptance is granted.

Family Volunteerism & Active Parishioners

Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism, including active parish life. As such, this is considered in the admissions policy. We believe that people with a history of active parish life and volunteerism will continue to be involved in their children's education and school. ***In order to qualify for Criteria 6 in the admission policy, a family must demonstrate that they have provided significant service and or stewardship to a charitable organization or cause.*** The Parish and Volunteer Documentation Form must be completed, and must include signatures and or appropriate documentation.

PARISH AND VOLUNTEER DOCUMENTATION

Saint Mother Teresa of Calcutta dedicated her life to the service of others. In keeping with our namesake, Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism including active parish life. As such, this is considered in the admissions policy. We believe people that have shown a history of active parish life and volunteerism will continue to be involved in their children's education and school. Please document your immediate family's parish and volunteer involvement during the past two years on this form. Return this completed form to the school office with your registration paperwork.

PARISH LIFE

Family Last Name: _____

Parent(s) Name(s): _____

Registered at (Parish/Church): _____

Please Circle All That Apply Below:

Catholic Non-Catholic Attends mass/services regularly Supports Parish/Church Financially

List how you have been active in the following parish/church ministries in the past two years:

MINISTRY	TYPE OF INVOLVEMENT

Other details you would like to share regarding your parish involvement:

The family named above are registered parishioners and/or members of the church stated:

X_____

(Signature of Pastor or Parish/Church Representative)

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COMMUNITY VOLUNTEER DOCUMENTATION

VOLUNTEER INVOLVEMENT IN OTHER CHARITABLE ORGANIZATIONS

Please list your volunteer involvement with charitable organizations during the past two years. Examples include the American Cancer Society, Ronald McDonald House, preschools, and youth sports organizations.

For each organization, please provide a signature from an organization representative or attach supporting documentation (such as an email confirmation or volunteer sign-up record).

ORGANIZATION	TYPE OF INVOLVEMENT	REPRESENTATIVE SIGNATURE OR ATTACHED DOCUMENTATION

FINANCIAL SUPPORT OF CHARITABLE ORGANIZATIONS

Please list the charitable organizations you have supported financially during the past two years.

ORGANIZATION NAME

MOTHER TERESA CATHOLIC ELEMENTARY SCHOOL

2027–2028 Tuition Information

Tuition, scholarships, payment options & family responsibilities

The following tuition schedule applies to the 2027–2028 school year. All payments are non-refundable.

ANNUAL TUITION	REGISTRATION FEE
$6,690 per student	**$250 per family**

PAYMENT OPTIONS

Electronic funds transfer (EFT) is required for all tuition payments. Families may select automatic withdrawal on the 10th, 15th, or 20th of each month. Tuition payments can be paid in one lump sum at the beginning of the year or over 10 months, July-April. EFT forms are available in the school office and in the Option C File Library.

PREPAYMENT DISCOUNT

A $50 discount per student is available to families who prepay more than $5,500 per child after the EdChoice Scholarship is applied. Full tuition for the prepayment option is due July 15, 2027.

SCHOLARSHIPS & FINANCIAL ASSISTANCE

OHIO EDCHOICE • All MTCES students are eligible for an Ohio EdChoice scholarship. The application window will open in 2027. Questions: scholarships@mtces.org.

MTCES SCHOLARSHIP GRANTING ORGANIZATION (SGO) • Students who have completed a FACTS Management application or all requirements for an Ohio EdChoice Scholarship will receive a $100 scholarship funded by MTCES SGO donations.

ADDITIONAL FEES & POLICIES

Registration fee	$250 per family; non-refundable. Current families will be billed in February 2027. New families on the waitlist who request removal from the waitlist will receive a refund. If a new family is offered a spot and declines, the fee is non-refundable.
Returned bank draft	$50 fee for each returned bank draft.
Late payment	$50 late fee if a monthly payment is not received, in addition to provisions of the Accounts Receivable Overdue Policy.

FAMILY VOLUNTEER PROGRAM

In addition to the tuition payment plan, each family agrees to volunteer at least 30 hours during the school year. Families who choose not to participate may select the $600 contribution option.

WITHDRAWAL & ENROLLMENT CANCELLATION

If enrollment is canceled on or after June 15, 2027, or a student is withdrawn or removed from MTCES during the academic year for any reason, whether voluntarily or involuntarily, the parent(s) or guardian(s) remain responsible for the full annual tuition and fees.

IMPORTANT DATES

- **February 2027: Current-family registration billing**
- **June 15, 2027: Withdrawal policy threshold**
- **July 15, 2027: Prepayment deadline**