



Dear Prospective MTCES Family,

Thank you for your interest in Mother Teresa Catholic Elementary School. We are blessed that you have chosen to apply to MTCES. Below you will see what is required to apply for admission into MTCES. Please note that priority registration will be from February 1, 2024-March 1, 2024. After this time period, MTCES will review all applicants and follow the Admissions Policy. You will be notified mid-March to update you on the acceptance status of your student. Please read through the requirements below to apply to MTCES.

Registration Details:

1. Eligibility: Kindergarten is open to all children who will turn five years old before September 30, 2024.
2. Registration Period: Early registration for kindergarten was open for all **new families** from **November 13 - December 8**. At this point in time we do have a waitlist for kindergarten. To be added to this waitlist, please turn in all of the required information for registration.
3. The non-refundable registration fee is \$250. A check or cash must accompany the application to MTCES. To keep a spot on the waitlist, MTCES will hold your check (this will not be cashed until you are offered a spot at MTCES). If you are offered a spot and decline the acceptance, your deposit will be forfeited.

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

- Registration Form
- Records Request (Grades 1-8)
- Teacher/Principal Recommendation (Grades 4-8) signed 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

Thank you for helping us ensure that this registration period goes smoothly. We appreciate your trust in MTCES and the opportunity for us to be a part of your child's educational experience.

Sincerely,

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

Denise Harvey, Principal & CEO



# Registration 2024-2025

## For New MTCES Families

**A copy of the Birth Certificate, Baptismal Certificate, Records Request (Grades 1-8), and \$250 Registration Fee must accompany this new student registration. If you are applying for grades 4-8 the Teacher/Principal Recommendation Form must also be complete.**

Grade Level for 2024 - 2025 School Year: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Birth Date (Month, Day, Year): \_\_\_\_\_

Birth Place (city, state): \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

Student Lives With (circle one):      Both Parents      Mom      Dad      Other (please specify): \_\_\_\_\_

*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 state your child's biological sex: Male \_\_\_\_\_ Female \_\_\_\_\_***

Religion: \_\_\_\_\_

Parish/Church: \_\_\_\_\_

Baptism Church, City/State: \_\_\_\_\_

Year Baptized: \_\_\_\_\_

Name of Previous School(s) Attended: \_\_\_\_\_

Years or Grades Attended: \_\_\_\_\_

Please Circle If Your Child Has Received:    IEP    ISP    504    MFE    Action Plan    Reading Services    Speech Services

*\*If applicable, please include a copy of this plan with the application*

Mother's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Please list the names and kindergarten entry year for younger siblings: \_\_\_\_\_

# 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 Name: \_\_\_\_\_ Parent(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Registered At (Parish/Church): \_\_\_\_\_

*Please Circle All That Apply:*

Catholic

Non-Catholic

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:***

Signature of Parish Representative (required to qualify for Admissions Criteria #6):

x \_\_\_\_\_

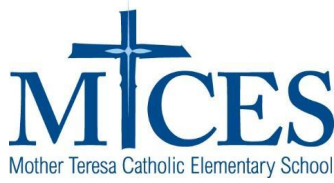
Date: \_\_\_\_\_

## VOLUNTEER INVOLVEMENT IN OTHER CHARITABLE ORGANIZATIONS

(Examples: American Cancer Society, Ronald McDonald House, preschool volunteer, youth sports organizations, etc.) Active in the following charitable organizations in the past two years:

ORGANIZATION	TYPE OF INVOLVEMENT	*Signature or documentation attached of organization representative

We supported the following charitable organizations financially in the past two years (PLEASE LIST ORGANIZATIONS):



**Records Request**  
*For students seeking admission to grades 1-8*

**Current School:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Send Records To:**

Mother Teresa Catholic Elementary School  
Attn: Student Records  
7197 Mother Teresa Lane  
Liberty Twp., OH 45044  
Phone: (513) 779-6585  
Email: mhinker@mtces.org

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date of Request: \_\_\_\_\_

Birth Date: \_\_\_\_\_

***I authorize that a copy of the following records for my son/daughter may be sent to Mother Teresa Catholic Elementary School as part of the admissions process.***

**Information to be released:**

- Educational Record (group achievement/ability and other standardized test scores; attendance; promotion/retention/graduation information; grade/report cards)
- Intervention team reports
- Psycho-educational evaluations (all evaluations by any agency which are current and used for decisions)

**Special Education Records:**

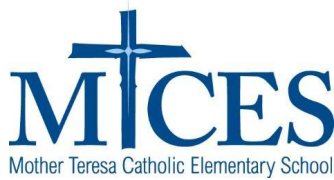
- Multi-factored Evaluation Team Report (MFE)
- Referral for Evaluation
- Consent for Evaluation
- Individual Education Plan (IEP) or Individual Service Plan (ISP)
- Communication
- Interventions Plans
- 504/Action Plan/Accommodation Plan

**Reason for Request: To aid in present and future educational decisions**

***The receiving school assures no information received will be further released without appropriate written consent.***

\_\_\_\_\_  
**Signature (Parent/Guardian)**

\_\_\_\_\_  
**Date of Signature**



**Teacher/Principal Recommendation Form**  
*For students seeking admission to grades 4-8*

Please fill out the following information below and give this to your child's current school. **Either** the principal or the teacher of your child may fill this out. Thank you!

Student Name and Current Grade: \_\_\_\_\_

Current School: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher Contact Information (email): \_\_\_\_\_

Principal Name: \_\_\_\_\_

Principal Contact Information (email): \_\_\_\_\_

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The student named above is an applicant for admission to Mother Teresa Catholic Elementary School. In order to consider applicants carefully, we ask the professional educators who have worked with them to evaluate their strengths and weaknesses, both as students and people. This information will be held in strict confidence. We appreciate and thank you for your cooperation.

How long has this student been at your school? \_\_\_\_\_

How long have you known the student? \_\_\_\_\_

Rate this student's willingness to follow school rules:    Excellent    Average    Poor

Has she/he been a discipline problem at your school? \_\_\_\_\_ If yes, please explain how:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rate this student's ability to get along with others:    Excellent    Average    Poor

Has she/he ever been suspended/expelled from your school? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has this student, to your knowledge, ever used illegal drugs or alcohol? \_\_\_\_\_

Is this student in good academic standing? \_\_\_\_\_ If no, please explain why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please provide any additional information that will give us a more complete picture of the student: \_\_\_\_\_

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Would you recommend this student for admittance into Mother Teresa Catholic Elementary School?

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### Parent/School Relationship

Parents are an important part of our relationship with the student. Please share any thoughts you have regarding this applicant's family, including involvement in your school:

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To your knowledge, is the parents' perception of their child compatible with the school's understanding of this child? Please comment:

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Additional comments:

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Name of the person completing this form: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your time in completing this form. In order to maintain confidentiality, please mail or email this form directly to:

Mother Teresa Catholic Elementary School  
Attn: Molly Hinker  
7197 Mother Teresa Lane  
Liberty Twp., OH 45044

OR

[mhinker@mtces.org](mailto:mhinker@mtces.org)

**\*\*Please Note:** Registration to MTCES will not be considered complete until a recommendation is received from either the Principal or Teacher of your child. You will be notified once this recommendation is received.\*

## Admissions Policy 2024-2025

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, not meeting criteria in 6 above.
8. Remaining positions will be filled by lottery.
9. Applicants submitted after the early 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. **If a new family registers more than one child and only one of the child(ren) is accepted, the other child(ren) are not granted sibling status until the following year's enrollment period.** 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 September 30 and participate in a kindergarten readiness screening, which will take place in May 2024.***
- ***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 4-8, acceptance is based on a review of records from the previous educational institution(s), review of the recommendation from the previous educational institution(s) principal, and an interview with Administration is complete. 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.



## Tuition Schedule 2024-2025

The following tuition schedule is in effect for the 2024-2025 school year. **Payments are non-refundable.**

**Please note that all tuition payments must be made through electronic funds transfer.** Families may choose either the 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of the month to have funds withdrawn or make a lump sum payment at the beginning of the year. An EFT form is available in the office. Note: A \$30 fee will be charged for all bank drafts returned as non-sufficient funds.

### Monthly Payment Plan

Monthly payments are due on the 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of each month starting **July 2024**

	Full tuition cost	Registration Fee *	Balance *	10 Monthly payments
<b>First student</b>	\$5,670	\$250	\$5,420	\$542
<b>Per additional students</b>	\$5,670	\$0	\$5,670	\$567

\*\$150 of fee is applied towards tuition

### Pre-Payment Plan

Full tuition is due on **July 15<sup>th</sup>, 2024**

	Full Tuition Cost	Registration Fee *	Balance *	Pre-Payment Discount	Full payment
<b>First student</b>	\$5,670	\$250	\$5,420	\$50	\$5,370
<b>Per additional students</b>	\$5,670	\$0	\$5,670	\$50	\$5,620

\*\$150 of fee is applied towards tuition

\*\* Prepayment discount is available to families who prepay over \$5,000/child after the EdChoice Scholarship is applied.

**Ohio EdChoice Scholarships** – All MTCES students are eligible for an Ohio EdChoice scholarship. The EdChoice Scholarship application window will open in early 2024, EdChoice Applications must be submitted to MTCES by May 15, 2024. Families must submit a completed EdChoice Application and provide proof of address. Please email [scholarships@mtces.org](mailto:scholarships@mtces.org) with any questions.

**Withdrawal of Student(s)** If enrollment is canceled on or after **June 15, 2024**, or in the event a student(s) is withdrawn or removed, either voluntarily or involuntarily, from MTCES during the academic year for any reason, the parent(s) or guardian(s) is obligated to pay the full annual tuition and fees.

**Late Fee Charge.** If your monthly payment is not received, your account will be charged with a \$50.00 late fee along with the provisions set forth in the Accounts Receivable Overdue Policy.

**Family Volunteer Program.** *In addition* to either payment plan above, you are responsible for participating in the Family Volunteer Program. By participating in this program, you and your family agree to volunteer a minimum of 30 hours throughout the school year. If your family chooses not to participate in this program, you can select the \$600.00 contribution option.