



# INFANT JESUS OF PRAGUE ELEMENTARY SCHOOL

TEACHES THE MIND . . . TOUCHES THE SPIRIT

## ADMISSIONS PROCESS

It is the policy of Infant Jesus of Prague School to serve the educational and spiritual needs of its students and their siblings, children of parishioners and others that desire a Catholic education.

### *General Admission Process:*

1. **Application for Admission:** Request and completion of *IJP Application for Admission*
2. **Educational School Report:** Included within the admissions application to be completed by official designee from the prospective student's current school.
3. **Interview Meeting:** An interview will be scheduled as part of the application process to meet with both the parent(s)/guardian and student prior to a final decision for enrollment.

Enrollment considerations are based on the following (with additional considerations):

- Student(s) meet IJP academic expectations
- Student(s) meets IJP behavioral expectations
- Contingent upon availability of student seats within the grade level they are applying for to maintain optimal learning environment based on teacher-student ratio.

In addition, it is the policy of the school to enroll students according to the following priorities:

1. Students currently enrolled in the school, siblings of currently-enrolled students, and children of Parishioners who have been registered members of Infant Jesus of Prague-St. Veronica Parish for at least one year prior to school registration and thereafter;
2. Catholic children of families who are registered members of other Catholic parishes;
3. Children of all other families

In all cases, if the educational needs of a student cannot be met at the School, recommendations may be made for student(s) to attend another school that can better meet student needs. In addition, if the School is unable to accommodate all students within a priority category listed above, the Principal and/or Pastor may make admissions determinations based on the overall ability of the school to educate its students effectively.

### **Definitions**

Recognizing that the consistent practice of the faith is essential for a child's spiritual welfare, a "**Parishioner**", for the purpose of School admission and tuition fee, is a Catholic who is registered at the Parish, is actively involved in the life of the Parish, and contributes to the total financial needs of the Parish. Those who newly move into the Parish may be given consideration, depending on their affiliation with their former Parish. A "**Catholic Child**", for the purpose of School admission, is a child who has been baptized in a Catholic parish or

has converted to the Catholic faith through an Affirmation of Faith or other appropriate means as determined by the Parish Administrator or Pastor.

## **Transfer Students**

Students who would like to transfer to IJP School must **be in good standing with their previous school**. Families may apply by completing our admissions application provided through our school office, along with the required registration fee. All applicants must have the *Educational School Report* completed by an official from the school they are transferring from. An interview will be scheduled as part of the application process to meet with both the parent(s)/guardian and student prior to a final decision for enrollment.

## **Non-Discrimination Policy**

Infant Jesus of Prague School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of Infant Jesus of Prague School to provide equal opportunity in employment to all employees and all applications for employment. No person shall be discriminated against in employment by reason of such an individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position. It is the policy of Infant Jesus of Prague School to provide equal opportunity to all students seeking admission. Admission will not be denied or determined by a student's race, color, sex or national origin.

## **Age of Admissions**

- Students entering three year old preschool (PK-3) must be age 3 by September 1.
- Students entering four year old preschool (PK-4) must be age 4 by September 1.
- Students entering kindergarten must be age 5 by September 1.

## **Toilet Trained**

Children must be toilet trained prior to school entry. Accepting children wearing diapers or disposable pull-ups requires that the program have a designated diapering area with an accessible handwashing sink, which IJP School does not have. Accepting children who are not toilet trained compromises the license-exempt status of our early childhood program.

## **Re-Enrollment of Current Students**

Re-enrollment for the next school year for students currently enrolled takes place in February. Registration forms are sent home with the students and are to be completed and returned with the required registration fee which is non-refundable. All students must re-register each school year. Registration is not considered complete until we have received the form and the fee. NOTE: Registration for new families will take place after current families have been re-registered.

## **Student Grade Level and Placement Policy**

It is the responsibility of the principal, in conjunction with the faculty, to place students in the proper grade level and to assign them to their respective homerooms in the best interest of all concerned. Among the criteria used for placement will be the previous academic record of the student in this or any other school, assessment results for new students from another school, and assessment results from the new student screening. Grade placement

for new students will be assigned upon receipt of school records from the previous school. A parental request for a specific teacher is not one of the criteria to be used in any placement.