



**NATIVITY OF OUR LORD CATHOLIC SCHOOL**  
Putting Faith in Our Future † PRE K - 8TH GRADE

## New Student Application Packet

My child(ren) is applying for enrollment to Nativity of Our Lord School for the 2024-2025 school year.

Child(ren)'s Name:	Grade for 2024-2025	If <b>PreK</b> , Full day or Half day
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

To guarantee enrollment for the 2024-2025 school year, please submit all paperwork and include the \$50.00 per child application fee. All registration fees are non-refundable. If you are a member of a parish outside of our family of parishes (St Bernadette, SSPP, St John's, Nativity) you are encouraged to contact your pastor for your home parish's payment of the \$500 non parishioner fee to be sent to Nativity and be applied to your tuition. Make checks payable to Nativity of Our Lord School

The following are required for registration and school admission:

- Grades 1-8 applicants: latest report card from prior school
- Complete proof of vaccination as per NYS regulations. All students must be vaccinated.
- Birth certificate for all PreK and Kindergarten students
- Health Appraisal Form/Physical completed by a NYS primary health care provider.
- If your child has other medical diagnosis, medication administration needs, or procedural needs, further forms will be required.
- **It is necessary to register with your home district**, (especially if you are new to the area) in order for Nativity of Our Lord School to receive state aid, health & welfare services for your child(ren), textbook funding and of course bus transportation if needed.
- **It is necessary to return the Request for Transportation form to the main office if bus transportation is needed.** If your home district is the Orchard Park Central School District, you will register online.
- All incoming PreK and Kindergarten students will be screened for school readiness. For our incoming Kindergarteners, please save the following dates:
  - **June 11th from 11-2:** Kindergarten Screening for students only. Parents will wait in the hallway during the appointment. A sign-up genius will be sent out before the event.
  - **June 12th from 12-2:** Kindergarten Orientation for students only.
- Preschoolers must reach their 4<sup>th</sup> birthday by October 1<sup>st</sup>.
- Kindergarten students should reach their 5<sup>th</sup> birthday by December 1<sup>st</sup>.
- **By signing this agreement and enrolling my child(ren) at Nativity of Our Lord School, I understand that the first tuition payment is due by September 15, 2024 and all tuition is paid in full by June 15, 2025 as outlined in the school's tuition policy letter.**

Parent Name: \_\_\_\_\_  
Please Print

Parent Signature: \_\_\_\_\_

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

For office use only

\_\_\_\_\_ Registration Fee Paid

\_\_\_\_\_ Form of Payment

\_\_\_\_\_ Date Received

# **Nativity of Our Lord School**

## **Orchard Park, NY 14127**

### **TUITION POLICY** (revised 12/19/23)

**TUITION AND OTHER PAYMENTS:** Nativity of Our Lord School utilizes the FACTS Management system for tuition collection and collection of other payments such as band, the After Care Program and late payment fees. After you have enrolled your child(ren) at Nativity please go online and register for an account with FACTS at: [online.factsmgt.com/signin/3MCWJ](https://online.factsmgt.com/signin/3MCWJ) - you must use this link with Nativity's code. Enrollment in FACTS is mandatory. If you need assistance with the enrollment process, please contact Lori Koenig [lkoenig@nativityschool.net](mailto:lkoenig@nativityschool.net) or 662-9669 ext. 131.

**SCHOOL LUNCH PAYMENTS:** You can view your student's cafeteria purchases by going to: <https://www.ezschoolapps.com/login/parent>. To pay and to pre pay for your student's cafeteria purchases please send in cash or a check to the school office or send to the Business Office. To pay online using a credit card please go onto the school website and click on the Payments Tab. If you click on Virtual Backpack you can access the lunch menu and there is a link to the EZ School Lunch online system.

**TUITION REFUNDS:** In the event a student/students leave Nativity of Our Lord School during the school year, tuition paid in advance will be refunded on a pro-rated basis. If a student withdraws during the first 15 days of the month, tuition is due for ½ that month. If a student withdraws from the 16<sup>th</sup> to the end of the month, the full month's tuition is due.

**LATE PAYMENTS:** Tuition is due at the close of business on the 1<sup>st</sup> or 15<sup>th</sup> of each month commencing in June with the final payment due on June 15<sup>th</sup>. When tuition payments are not received on time, a late fee of \$25.00 will be assessed at the close of business on the 11<sup>th</sup> or 25<sup>th</sup> of each month. All late fees and tuition must be paid to bring account current.

**DELINQUENT STATUS:** An account is deemed delinquent when any portion of the outstanding tuition including late fee has reached 60 days past due. In this case, students will not receive report cards that quarter and families will not be permitted to re-register their child/children for the following school year and/or their child/children will not be permitted to attend school the following school year until the account, representing the past due tuition and all late fees, is paid up.

**TUTION ASSISTANCE:** Any family experiencing financial difficulty may apply for tuition aid. A family seeking tuition aid can request the application from the parish business office or by going online to the school website and clicking on Admission & Tuition (<https://nativityschool.net/admission-tuition/>). Any tuition assistance granted will be in effect for that school year only. If aid is necessary in the following years, additional applications and documentation must be filled out that new school year.

**PARISHIONER / NON-PARISHIONER TUITION RATE:** A parishioner family is defined as one whom:

- Is registered with the parish
- Regularly attends weekend liturgies as evidenced by envelope usage
- Supports the parish financially through regular offertory contributions.

While most families who are registered at Nativity meet these criteria, some of our families are not worshipping at Nativity of Our Lord nor are they contributing to the offertory. In effect, these families are non-parishioners receiving the benefits of parishioners. Unfortunately, this trend is increasing at an alarming rate which has forced the business office to monitor envelopes. From time to time, the business office makes status and tuition rate adjustments from parishioner to non-parishioner. An environment of faith sharing families is necessary to support a faith based school.

- New school families registering in the parish will be billed at the non-parishioner rate with the understanding that their regular attendance and support of the parish will be reviewed in January after the contribution statements are reviewed and sent out. Then there will be an internal adjustment made to the parishioner rate and notification will be sent by mail.

- Attendance and contributions will also be reviewed for all families during the months of July and January. If support or lack of support is evident, families will be notified and their tuition rates and status will be adjusted accordingly.

**HOME SCHOOL ASSOCIATION.....time, talent and treasure:** To help support the operation of the school and to reduce the tuition costs, a volunteer program was established for fundraising requiring each family to participate in school activities including but not limited to Home School Association, Athletic Association etc. Many opportunities exist to meet your time requirement including a time buyout whose value is set by the H.S.A. – **currently \$500 may be paid at the time of registration in lieu of 25 hours of volunteering** – Payable to: Nativity Home School Association. This payment is specifically in lieu of volunteering efforts and is separate from all other Home School and Parish donations. Families not completing their time requirement will be assessed a penalty on their tuition account and the student(s) will not be allowed to return in September for the new year until it is paid.

**COLLECTION AGENCY / ATTORNEY:** Accounts that are exceedingly delinquent, 90 days or more, will be turned over to a collection agency or attorney at the family's expense. Each delinquency will be reviewed on a case by case basis.

**MULTIPLE CHILDREN TUITION RATE:** Pre-K tuition does not qualify for the multiple children discount. A separate billing with different payment terms is issued for Pre-K students.

**This Tuition Policy must be signed and returned in order for your child to attend Nativity School.**

By signing below I acknowledge that I have read & understand the tuition policy for Nativity of Our Lord School:

Print Parent/Guardian Name: \_\_\_\_\_

Signature Parent/Guardian: \_\_\_\_\_

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

Students Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Honor Code

At Nativity of Our Lord School, our interactions are based on mutual respect as we learned how to act from Jesus, our Role Model of fairness, compassion, and love. As a learner in this building, I will conduct myself in a way each day that allows my school community and me to learn in the best possible way and to maintain an atmosphere of safety and kindness.

As a Nativity Warrior, I show my strength at school in the following ways:

I am kind, honest, and courteous.

I am responsible for my actions.

I complete my assignments.

I wear my uniform.

I treat others' property and school property with respect.

I act safely.

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Family Signature



# Nativity of Our Lord School

## 2024-2025 Publicity Release Form

Throughout the school year there will be numerous occasions when we will be contacting local media outlets (newspapers, television stations, radio stations) in the hope of getting coverage for a school event. We also hope to use some of the pictures that we take during the year on our website, social media sites, Nativity of Our Lord Church bulletin, and WNY Catholic Schools website and social media sites.

**Please complete the following and return it to the school office.**

☐ I acknowledge and confirm that my student's image and/or name may be used for (check all that apply):

☐ Nativity of Our Lord newsletters and bulletins.

☐ inclusion on a website or social media.

☐ newspaper articles.

☐ television coverage.

☐ radio coverage.

☐ I acknowledge and confirm that my student's image may be used in group pictures/videos ONLY.

☐ I DO NOT give Nativity of Our Lord permission to use my student's image and/name for any publicity purposes.

*(Please print.)*

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

Grade: \_\_\_\_\_

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

Grade: \_\_\_\_\_

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

Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent and/or Guardian

\_\_\_\_\_  
Date



Family

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

Please check one:

\_\_\_\_\_ Our family pledges to commit 25 hours of volunteer hours to the 2024-2025 school year. (15 hours for Pre-K families)

\_\_\_\_\_ Our family will make a check payable to Nativity H.S.A. for \$500. Checks can be mailed to the school office.

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

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

**Thank you for your support!**

Activities that qualify as volunteer hours:

- Coaching
- Lunchroom Supervision
- Recess volunteers
- Volunteering for any HSA event
- Participating on a planning or a board committee

# **New York State Textbook Loan Law**

## **Textbook Request Form**

### **Grades K-8 only**

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

Student Address \_\_\_\_\_

Name of Public School residing in: \_\_\_\_\_

### **Loan of Textbooks**

I hereby request the Loan of Textbooks in the name of:

\_\_\_\_\_  
(Student's Name)

I authorize \_\_\_\_\_ to act on behalf of this student in  
(Public School)

identifying and ordering books loaned to the student identified above,  
and residing in the district above, must maintain in good condition each  
book received. If book is damaged or lost, that student will be  
responsible for replacing the book as new.

Signature of Parent or Guardian:

\_\_\_\_\_

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

This form is to be kept on file in the individual non-public school for the  
duration of enrollment.

# **2024-2025 Nativity Our of Lord School**

## **Family Directory**

An electronic version of the school's directory will be provided to families who request it. Please complete and return this form to the school office to be included in it.

I/We give Nativity permission to print the following information exactly as written in the Nativity School Family Directory. No outside individual or organization will be given permission to use this information for any purpose.

↓ ***Please Sign Here to agree to the above statement:*** ↓

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### **Student(s)**

**Last Name:**

\_\_\_\_\_

**Grade(s) for 2024-2025**

**First Name(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ ***Check box if all contact information is the same as last year's directory***

**Mother's Name:** \_\_\_\_\_ **Father's Name:** \_\_\_\_\_

**Address(es):** \_\_\_\_\_

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*\*Fill out as many phone numbers and email addresses as you would like published in the directory.*

**Home Phone:** \_\_\_\_\_

**Mom's Cell:** \_\_\_\_\_

**Mom's Email:** \_\_\_\_\_

**Dad's Cell:** \_\_\_\_\_

**Dad's Email:** \_\_\_\_\_

☐ ***Check box if you DO NOT want your contact information to be shared.***

**Special Instructions/Additional Information:**



**Nativity of Our Lord School After Care Policies and Procedures**  
**2024-2025**

*To ensure that everyone is on the same page, we ask that you please read, sign, and return the After Care policies and procedures listed below. We thank you for your cooperation.*

**Attending After Care**

It is very important that BOTH the classroom teacher and After Care supervisors know when to expect your child at the After Care Program. We ask that you provide BOTH the CLASSROOM TEACHER and AFTER CARE PROGRAM with a WEEKLY or MONTHLY SCHEDULE for your child.. If your child is only attending on occasion we ask that you provide the classroom teacher and After Care with a note regarding your child's attendance for that day.

**Homework/Quiet Time**

During homework/quiet time we are happy to assist the children if there is difficulty with homework, but we cannot spend a significant amount of time helping one child due to the amount of children in the program. Please note: the After Care Program is not meant to be a tutoring service. We will closely monitor K-2nd grade students as they complete their homework. **It is expected** that students 3rd grade and above will complete their homework independently, unless the need for assistance arises. ALL children will work on homework assignments, UNLESS you tell us otherwise. Students may not return to their classrooms for forgotten items during aftercare hours.

**Behavior**

At the After Care Program students are expected to behave as they would in school, as each child and parents have signed and returned the behavior/discipline guideline policy to the school office.

**Sign Out**

To assist in the billing procedures it is important that you properly sign your child out.

**Billing**

The rates for the After Care program are \$14.00 per child per hour and \$7.00 per child per half hour. Billing will ONLY be done in these increments. If you arrive any time after the hour or half hour, you will be billed for the next half hour; there will be no exceptions. Billing is done monthly by the Business Office. We are unable to answer any billing questions at After Care. Please address all billing questions to Amy Shoenthal in the Business Office, 662-9339, ext. 125. After Care hours are 2:30-6:00 P.M.

By signing below you are indicating that you have read and will abide by the After Care Policies and Procedures above.

\_\_\_\_\_  
Family Name

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Parent /Guardian Signature



## After Care Program Registration Form

Name of child: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Male Female  
Child's grade: \_\_\_\_\_ Teacher's name: \_\_\_\_\_

Circle days After School Care is needed: M T W Th F  
Occasionally/will vary

Approximate departure time of child: \_\_\_\_\_

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Does your child have any allergies? Yes NO

If so, please specify:

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

Name of pediatrician: \_\_\_\_\_

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

Emergency Contact:

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

Relationship: \_\_\_\_\_

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

Emergency contact:

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

Relationship: \_\_\_\_\_

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

I agree that in the case of an accident or an injury, emergency medical care may be given in the event that I or the person(s) designated above cannot be reached. Emergency transportation will be provided by an ambulance.

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Parent or guardian signature

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Date

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Family Name

## After Care Pickup Release Form

To ensure the safety of your child(ren) and the other children in the After Care Program, we will only release your child(ren) to those listed below. If you need to add someone to the list, please let us know. If someone not listed will be picking up your child, please let us know in writing. Thank you!

The following have permission to pick my child(ren) up from Nativity's After Care Program:

[illegible]