



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

2024-2025

NEW STUDENT

APPLICATION PACKET

PRE-K 3

Hello!

Thank you for your interest in Nativity of Our Lord School. I want to welcome you to a wonderful community dedicated to advancing your child's personal growth and development spiritually, academically, emotionally, physically, and socially.

Nativity has been my academic home since moving to Western New York eighteen years ago. My children are alums of Nativity. I taught here as an ELA, Religion, Second Grade Teacher, and then found my niche as the third-grade teacher for a total of thirteen teaching years before taking on the role of Principal. I am personally invested in this school and the families who entrust their children to our daily care.

The Faculty and Staff at Nativity are dedicated professionals who bring their expertise, knowledge, and enthusiasm to our students daily. Our curriculum follows New York State Standards and the tenets of our Catholic beliefs.

If your child enjoys singing, playing an instrument, or competitive athletics, our Music and Sports programs will interest them. Our STREAM Initiative (Science, Technology, Religion, Engineering, Arts, and Math) challenges our learners to create and innovate. We practice our faith by what we do in acts of service and by following our Honor Code. Daily, we pray, and biweekly we attend Mass as a class or as a whole school. Throughout the year, we donate time and resources to causes in our community.

Consider having your child visit for a Shadow Day. If you have any questions, please email me at cscott@nativityschool.net. I'd happily speak with you or arrange a meeting in person. At Nativity, we are different because we make a difference in young lives by teaching according to our Catholic Christian Values. I thank you for considering Nativity for your child's education. You will be glad that you did.

With Christ as Our Role Model,

Mrs. Coleen Scott

Principal

Nativity of Our Lord School





NATIVITY OF OUR LORD SCHOOL

January 26, 2024

Dear Parents,

As we begin to plan for the next academic year of 2024-2025 here at Nativity of Our Lord School, I want to take the opportunity to **thank you** for your commitment to Catholic Education in sending your children to our school. Hopefully, you find the quality education and faith formation your children receive well worth the investment.

Since becoming Principal of our School, Mrs. Coleen Scott, along with her very dedicated faculty, have brought many positive improvements to our School including: enhancements in curriculum, security improvements, technology upgrades (ViewSonic Boards and new Chromebooks), hiring Mrs. Jill Metz as Director of Advancement and Marketing, developing a School Board, and upgrading the School PA system. Certainly, a heartfelt word of gratitude to all – Mrs. Scott, teachers and staff, school parents, parishioners, alumni and friends – who support our school with their time, talent, and financial resources!

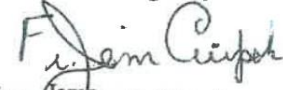
In light of rising costs, and the need to keep the subsidy from the Parish to the School at a fiscally responsible level, it is necessary to increase tuition for the upcoming year. It is important to note that tuition receipts cover only a portion of the total expenditures; the remainder is subsidized by the parish and through fundraising efforts of the Home School Association. Taking the above into consideration, the following tuition rates for the 2024-2025 school year have been established:

| | | | |
|--|-------------------|--------------------------------|--------------------|
| Pre-School 4 Per child - Half Day | \$4,450.00 | Full Day | \$6,300.00 |
| Pre School 3 Per child | | Full day - | \$6,300.00 |
| Grades K-8 (One child) | \$4,700.00 | (Three children) | \$10,575.00 |
| (Two children) | \$7,900.00 | (Four or more children) | \$11,280.00 |

Please note with the loss of the CTGP funding from the Diocese of Buffalo, a **\$500.00 supplemental fee** per family will be charged for all those who are not parishioners of the Parishes in our Family (Nativity of Our Lord, SS. Peter & Paul in Hamburg, St. Bernadette, St. John the Baptist, Boston).

This year again we are pleased to offer a tuition incentive for our returning families who refer Nativity to another family. Every referring family receives a **\$250 reduction off their total tuition bill**. This incentive can be taken in December, January or February of the 2024-25 school year. The enrolling family must declare the family who referred them on the registration form and must still be enrolled for the incentive to be taken. There is also **tuition assistance available** for those needing that help; please contact the Parish Business Office for details.

God's blessings to you and your family,


Rev. James D. Ciupek
Pastor

4414 South Buffalo St., Orchard Park, NY 14127
Tel: (716) 662-7572 Fax: (716) 662-3483
www.nativityschool.net



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:

1. _____

2. _____

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:

- Complete proof of vaccination as per NYS regulations. All students must be vaccinated.
- Birth certificate
- 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.
- Preschoolers must reach their 3rd birthday by November 15th.
- **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

Enrollment Application



Household Name: _____ Household Language: _____

Household Address: _____

Home phone: _____

School District: _____

Father's Name: _____

Father's email : _____ Father's Cell Phone: _____

Father's Occupation: _____ Tittle or Position: _____

Name of Company: _____ Business Phone: _____

Business Address: _____

Mother's Name: _____

Mother's email : _____ Mother's Cell Phone: _____

Mother's Occupation: _____ Tittle or Position: _____

Name of Company: _____ Business Phone: _____

Business Address:

Guardian's Name (if applicable): _____ Guardian's
email: _____

Guardian's Address:

Guardian's Home phone: _____ Guardian's Cell Phone:

Student Legal

Name: _____

Birth Date: _____ Birth Place:

Present School: _____ Nickname:

Baptism: __ Date: _____ Church: _____ City/State:

First Reconciliation: __ Date: _____ Church: _____ City/State:

First Eucharist: __ Date: _____ Church: _____ City/State:

Student Legal

Name: _____

Birth Date: _____ Birth Place:

Present School: _____ Nickname:

Baptism: __ Date: _____ Church: _____ City/State:

First Reconciliation: __ Date: _____ Church: _____ City/State:

First Eucharist: __ Date: _____ Church: _____ City/State:

Student Legal

Name: _____

Birth Date: _____ Birth Place:

Present School: _____ Nickname:

_____ Baptism: __ Date: _____ Church:

_____ City/State: _____

First Reconciliation: __ Date: _____ Church: _____ City/State:

First Eucharist: __ Date: _____ Church: _____ City/State:

Check where appropriate: Parents together: __ Divorced: __ Separated: __

If Parents are divorced, a copy of the custody agreement must be provided to the school.

Student resides with: Both parents: __ Mother: __ Father: __ Guardian: __

Student's Ethnicity: Caucasian Black Hispanic Asian Alaskan Multiracial American Indian

Siblings' Names and Ages:

Paternal Grandparents: _____ Phone:

Address:

—

Maternal Grandparents: _____ Phone:

Address:

—

Emergency Contacts besides parents, grandparents, guardians:

Name: _____ Relationship to student:

Address:

—

Cell Phone: _____ Business Phone:

Name: _____ Relationship to student:

Address:

—

Cell Phone: _____ Business Phone:

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 - 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 koenig@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 16th 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 1st or 15th of each month commencing in June with the final payment due on June 15th. When tuition payments are not received on time, a late fee of \$25.00 will be assessed at the close of business on the 11th or 25th 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.

TUITION 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.

Family Signature



Pre-K 3 Program Volunteer HSA pledge:

Family

Name: _____

Please check one:

_____ Our family pledges to commit 10 hours of volunteer hours to the 2024-2025 school year.

_____ Our family will make a check payable to Nativity H.S.A. for \$200. 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

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:** ↓

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): _____

**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.



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

4414 South Buffalo Street
Orchard Park, New York 14127

(716)662-7572
www.nativityschool.net

Family Name

Parent /Guardian Signature

Date ____/____/____



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: _____

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.

Parent or guardian signature

Date

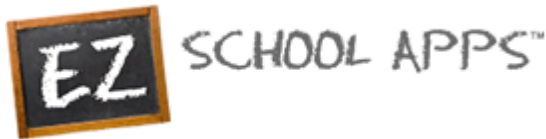
Family Name

Facts Tuition Management – Tuition must be paid through FACTS



Here are the steps to create your FACTS account:

- 1) Go to the school website: www.nativityschool.net
- 2) Select Admission & Tuition.
- 3) Scroll to FACTS Tuition Management.
- 4) Click the red highlighted word: **LINK**
- 5) Create your account.
- 6) Choose a payment plan and enter a form of payment, when asked for a student ID number use the first few letters of the students last and first name to proceed. Your child/children will be assigned an official ID number once your FACTS account is finalized.



EZ SCHOOL APPS is used for lunch payment. Use the following steps to create an account and to pay online.

- 1) Go to the school website: www.nativityschool.net
- 2) Click on "Virtual Backpack"

Scroll to this link: [EZ School Lunch Program-View Your Lunch Balance \(not a payment system\)](#)

Scroll to this link to pay online: [Vanco \(please click here to pay your child's lunch balance \(takes 1-3 days to post\)\)](#)

*Cash or check can be paid in the lunchroom.

If you have any questions, contact Lori Koenig in the business office at 662-9339 ext.131

Health and Dental Examination Requirements

Dear Parents/Guardians,

New York State law requires a health examination for all students entering the school district for the first time and when entering Pre-K or K, 1st, 3rd, 5th, 7th, 9th and 11th grades. The examination must be completed by a New York State licensed physician, physician assistant or nurse practitioner.

A dental certificate which states your child has been seen by a dentist or dental hygienist is also asked for at the same time. The school will provide you with a list of dentists and registered dental hygienists who offer dental services on a free or reduced cost basis if you ask for it.

- A copy of the health examination must be provided to the school within 30 days from when your child first starts at the school, and when your child starts Pre-K or K, 1st, 3rd, 5th, 7th, 9th and 11th grades. If a copy is not given to the school within 30 days, the school will contact you.
- If your child has an appointment for an exam during this school year that is after the 30 days of school, please notify the Health Office with the date.
- For your convenience, a physical and dental certificate for your health care providers are enclosed.
- Immunizations must be up to date within 2 weeks of the start of school as per NYS Law to remain in school.
- Communication between private and school health staff is important for safe and effective care at school. Your healthcare provider may not share health information with school health staff without your signed permission. Please talk to your provider about signing their consent form for the school at the time of your child's appointment for the examination.

We suggest you make copies of the completed forms for your own records before sending them to the school health office. Forms may also be faxed to the school 716-662-3483.

2023-24 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

All children must be age-appropriately immunized to attend school in NYS. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the “ACIP-Recommended Child and Adolescent Immunization Schedule.” Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule

| Vaccines | Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K) | Kindergarten and Grades 1, 2, 3, 4 and 5 | Grades 6, 7, 8, 9, 10 and 11 | Grade 12 |
|---|---|---|--------------------------------------|---|
| Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ² | 4 doses | 5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older | 3 doses | |
| Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ³ | Not applicable | | 1 dose | |
| Polio vaccine (IPV/OPV) ⁴ | 3 doses | 4 doses or 3 doses if the 3rd dose was received at 4 years or older | | |
| Measles, Mumps and Rubella vaccine (MMR) ⁵ | 1 dose | 2 doses | | |
| Hepatitis B vaccine ⁶ | 3 doses | 3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years | | |
| Varicella (Chickenpox) vaccine ⁷ | 1 dose | 2 doses | | |
| Meningococcal conjugate vaccine (MenACWY) ⁸ | Not applicable | | Grades 7, 8, 9, 10 and 11: 1 dose | 2 doses or 1 dose if the dose was received at 16 years or older |
| Haemophilus influenzae type b conjugate vaccine (Hib) ⁹ | 1 to 4 doses | Not applicable | | |
| Pneumococcal Conjugate vaccine (PCV) ¹⁰ | 1 to 4 doses | Not applicable | | |



BISON

CHILDREN'S SCHOLARSHIP FUND

Giving Parents a Choice • Giving Children a Chance

A private scholarship fund providing tuition assistance for low-income families in the 8 counties of Western New York who want to enroll their children in private schools.

BISON Scholarship Quick Facts:

- Average scholarship of \$1,445 and maximum award of \$2,100.
- Currently BISON has over 1,900 scholars in 81 different private schools in Western New York.
- Each family must contribute toward their child's private education.

Income Eligibility Amounts:

| Household Size | Total Income (Based on 2019 household income) |
|----------------|--|
| 2 | \$ 45,657 |
| 3 | \$ 57,591 |
| 4 | \$ 69,525 |
| 5 | \$ 81,459 |
| 6 | \$ 93,393 |
| 7 | \$ 105,327 |
| 8 | \$ 117,261 |

STEP 1

Complete a **pre-application online at bisonfund.com** between **January 1 and February 28**. If you have any questions, you can call BISON at (716) 854-0869 ext. 1.

STEP 3

If selected, complete the full application online. Enroll your child(ren) in the school of their choice and ask the school to complete the school commitment form.

STEP 2

Watch for notification after the **BISON Lottery** is held on **March 2**. Lottery winners will receive an email with a link directing them to complete a full application to receive the scholarship. If you're not chosen, you will automatically be placed on the BISON waitlist.

STEP 4

Once all the steps are completed, BISON will notify you of your scholarship amount. Watch for email notices to annually renew your BISON Scholarship in February of each year.



BISON Contact Information:

Cindy McDonald, Program Director (program questions)

Amy Popadick, Executive Director (fundraising questions)

Jean Lorigo, Administrative Coordinator

(716) 854-0869 ext. 1 | cmcdonald@bisonfund.com

(716) 854-0869 ext. 2 | apopadick@bisonfund.com

(716) 854-0869 ext. 3 | jlorigo@bisonfund.com