



Spring 2022

Dear Parent/Guardian,

Thank you so much for your interest in Nazareth Elementary School! You have chosen a school that offers students in Preschool through Grade 6 a quality education surrounded by faith and values. Nazareth provides a foundation that helps each child grow in wisdom, understanding, compassion, and grace. Our hope is for every child to thrive academically, spiritually, emotionally, and socially.

We integrate Christian values into all aspects of the school day. We teach the meaning of community and service, preparing our students to become responsible citizens and contributing members of their communities.

To complete your application, please submit the following:

- Application for Admission
- Tuition Payment Preference Form
- Release of Student Information Form
- Copy of student's birth certificate(s)
- Current Health Records for student
- \$150 per family Application Fee*

If you are registering multiple children, please list all children on the application form. The \$150 Application Fee covers all children in the household. You will be notified of your child(ren)'s acceptance after all items above are received. For children entering Grades 1–6, we will review their current/previous school records prior to acceptance.

We will consider a tuition assistance award after we have received ALL items listed above. Please refer to the enclosed tuition information sheet for more information. We review awards for tuition assistance in the spring. Availability of tuition assistance funds is limited after that time. As part of our Financial Aid Program, we expect every family to support our fundraisers.

Please feel free to call our Main Office at **585.458.3786** if you need assistance or have any questions.

Choosing a school for your child is a very important decision. A Nazareth education is an investment in your child's future, an investment that will last a lifetime. *We welcome you to Nazareth!*

Wishing you peace and many blessings,

Sister Margaret Mancuso, SSJ
Principal

**\$125 of the Application Fee is refundable if we are unable to accept your child at Nazareth.*



Nazareth Elementary School

311 Flower City Park
 Rochester, NY 14615
 (585) 458-3786 / Fax #: (585) 647-8717

Office Use Only: Student ID #: _____ Enter Date: _____
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Application for Admission 2022-2023

To complete your application, please submit the following:

- ___ Application for Admission
- ___ Tuition Payment Preference Form
- ___ Release of Student Information Form
- ___ Copy of student's birth certificate(s)
- ___ Copy of student's latest health records
- ___ \$150 per family Application Fee (Application Fee covers ALL children in the household)

Form Received Date: _____ Received by: _____ Payment Received: _____ Paid via: _____

Please mail or deliver all application materials to: Nazareth Elementary · 311 Flower City Park · Rochester, NY 14615

We will notify you regarding acceptance after we have received and reviewed all items above. For students entering Grades 1–6, we must also review current/previous school records prior to acceptance. Please note that we will consider tuition assistance awards once ALL items have been submitted through FACTS. Please contact our Main Office with any questions: **585.458.3786**.

Student Information

Please provide the following information for each student applying.

Student Name (First, Middle, Last)	Date of Birth	Gender	Street Address, City, State, Zip
1.			
2.			
3.			

Current Grade	Grade in 2022-2023*	Name of Current School	City and State of Current School
1.			
2.			
3.			

**If applying for Pre-K, please indicate PK3 or PK4. Students must be three and four years old, respectively, by November 30, 2022, to enroll. Students must also be fully potty trained before entering.*

Have any applicants been diagnosed with special learning? ___ Yes ___ No

If yes, please provide a copy of the student's IEP/504 Plan with this application.

Have any applicants had any behavioral/discipline problems at school or daycare? ___ Yes ___ No

If yes, please explain: _____

Notice of Nondiscriminatory Policy as to Students

Nazareth Elementary admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, before-and after-school programs, after-school clubs, and other school-administered programs.

(Over)

Demographic Information

Race of Student (check one):

- American Indian
- Asian
- Black or African American
- Caucasian
- Hispanic/Latino
- Multi-racial
- Native Alaskan
- Native Hawaii/Pacific Islander

Religion (check one):

- Catholic
 - Non-Catholic
- Parish/Church _____

Ethnicity of Student (check one):

- Hispanic
- Non-Hispanic

School District in which student resides (check one):

- | | |
|---|--|
| <input type="radio"/> Brighton | <input type="radio"/> Penfield |
| <input type="radio"/> Brockport | <input type="radio"/> Pittsford |
| <input type="radio"/> Churchville-Chili | <input type="radio"/> Rochester City |
| <input type="radio"/> East Irondequoit | <input type="radio"/> Rush-Henrietta |
| <input type="radio"/> East Rochester | <input type="radio"/> Spencerport |
| <input type="radio"/> Fairport | <input type="radio"/> Wayne County |
| <input type="radio"/> Gates-Chili | <input type="radio"/> Webster |
| <input type="radio"/> Greece | <input type="radio"/> West Irondequoit |
| <input type="radio"/> Hilton | <input type="radio"/> Wheatland-Chili |
| <input type="radio"/> Holley | <input type="radio"/> Other _____ |

Parent/Guardian Contact Info

Primary Parent/Guardian (with whom the student resides)

Title _____ First Name _____ Last Name _____ (Maiden Name) _____
Relationship to Student _____ Marital Status _____
Address _____ City _____ State _____ Zip _____
Home # _____ Cell # _____ Work # _____
Email _____
Employer _____ Position _____

Additional Parent/Guardian

Title _____ First Name _____ Last Name _____ (Maiden Name) _____
Relationship to Student _____ Marital Status _____
Address _____ City _____ State _____ Zip _____
Home # _____ Cell # _____ Work # _____
Email _____
Employer _____ Position _____

Sibling discounts are available for families with multiple children enrolled at Nazareth.

A Heritage Award is also available for children and grandchildren of Nazareth Hall and Nazareth Academy alumni. If you qualify, please complete:

Sibling or Alumnae Name *School of Attendance (Nazareth Hall or Nazareth Academy)* *Graduation Year*

Why do you want your child/ren to attend Nazareth Elementary? _

I/We, the custodial parent(s) or legal guardian(s) of the applicant(s), hereby certify that the information provided on this application is complete and correct. I/We understand that falsifying or withholding any information may result in the rescinding of an offer or acceptance.

A \$150 per family application fee is due upon submission. \$125 is refundable if your child is not accepted into Nazareth. The application fee must be received before application for admission and/or tuition assistance will be reviewed.

Printed Name Signature Date

Tuition Preference 2022-2023

Student(s) Name(s): _____ Grade(s): _____

Information of Person Responsible for Paying Tuition:

Name: _____

SSN# (Last 4 digits): _____ Date of Birth (mm/dd/yyyy): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone: _____ Email: _____

Payment Plan – All payments must be made through the **FACTS Payment Plan**. An annual fee of \$45 per Agreement is assessed by FACTS to utilize their payment options. Please choose one of the payment options below:

<input type="checkbox"/>	Option	Payment Plans
1		One-Time Annual Payment Plan: Payment is made in full and must be received by the school on or before August 1, 2022. This option entitles the payer to a \$100 prepayment discount. Note: When making the one-time payment, the FACTS fee of \$45 will be waived.
2		FACTS Monthly Payment Plan (July-May) by Automatic Bank Draft: Payments are budgeted over 11 months, beginning July 2022 and ending May 2023. Families authorize automatic payment for either the 5 th or the 20 th of each month.
3		FACTS Monthly Payment Plan (August-May) by Automatic Bank Draft: Payments are budgeted over 10 months, beginning August 2022 and ending May 2023. Families authorize automatic payment for either the 5 th or the 20 th of each month.
4		FACTS Monthly Payment Plan (September-June) by Automatic Bank Draft: Payments are budgeted over 10 months, beginning September 2022 and ending June 2023. Families authorize automatic payment to be made on the 5 th of each month. <i>This option does not have the 20th of the month option.</i>

Do you plan to apply for Tuition Assistance (Available for Kdg – Grade 6) Yes No
(Refer to the Tuition and Tuition Assistance Form for complete instructions)

Authorization

I will pay tuition according to the payment plan checked above and in accordance with the Finance Policies and Procedures of Nazareth Elementary School. I accept responsibility to fulfill my tuition obligation and abide by the policies of Nazareth Elementary School. I understand that accounts must be current; an account will be considered current if it is paid in accordance with the terms of the tuition payment option. Grades and transcripts may be withheld for students whose family accounts are not current. In the event of a default, I agree to be responsible for all attorneys' fees and costs associated with the process of collections. I agree to abide by the rules, policies, and regulations adopted by Nazareth Elementary School and set forth in publications and mailings.

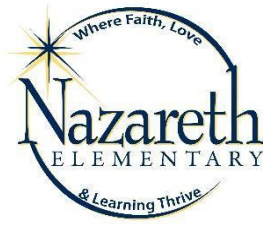
Disregard or violation of rules, policies and regulations may be cause for suspension or dismissal.

If the responsibility for payment of tuition is shared by separate parties, another Tuition Payment Preference Form must be completed, signed, and returned by the other person responsible for tuition. In the absence of this signature, I may be held responsible for all tuition payments.

Printed Name of Person Responsible for Payment of Tuition _____

Signature of Person Responsible for Payment of Tuition _____

Date _____



Release of Student Information Form

I hereby give permission to _____
(Name of school currently attending/most recently attended)

To release the following student records:

- ____ Academic Records:
- Most current report card
 - Final report card from previous year (for Grades 1-6)

____ Latest Health Records

____ Standardized and NYS Test Scores

____ IEP/504 Accommodation Plan

____ Other: _____

Student Name: _____

Date of Birth: _____

Student Address: _____

City, State, Zip: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Please forward records to:
Nazareth Elementary School
311 Flower City Park · Rochester, NY 14615
Phone: **585.458.3786** · Fax: **585.647.8717**
Email: ndepew@nazarethschools.org



Nazareth Elementary School Tuition, Tuition Assistance, and Fees 2022-2023

Registration Fees

Returning families:

- \$100 by March 11
- \$150 after March 11

New families:

- \$150 registration fee
- (\$125 is refundable if your child is not accepted into the school)

Tuition Payments

Grade Level	Annually	Monthly (10 Month)	Monthly (11 Month)
Pre-K 3 and Pre-K 4	\$6,500	\$650	N/A
Grades K-6	\$6,000	\$600	\$545

Sibling discounts are available for families with multiple children enrolled at Nazareth Elementary. The second child will receive a yearly discount of \$1,100; third child and all others will receive a yearly discount of \$1,700.

FACTS Tuition Management Program:

All families must enroll in the FACTS tuition management program for tuition payments. A \$45 enrollment fee, payable to FACTS, applies. Directions on how to enroll are on our website (www.nazarethschools.org).

Families applying for tuition assistance must also apply through FACTS. You must complete all forms and submit all required materials. There is a \$35 processing fee at the time of application, payable to FACTS.

Extended Care Rates

Our Extended Care Program (ECP) is an after-school childcare service operated by Nazareth Elementary. ECP is a ten-month program beginning the first full day of the school year for students enrolled at Nazareth Elementary. This service is a convenient program providing students with supervised care, age-appropriate activities, and a homework area each day school is in session.

ECP rates are the same for all ages.

- AFTERNOON ONLY: Pick up by 4 p.m.
- One child \$225/month; two or more children \$300/month.
- Acceptance is on a first-come, first-served basis.
- There will be an additional fee of \$35 per day for any student picked up after 4 p.m. or for any student not registered for ECP.
- *There is no occasional ECP option.*

Tuition Assistance – Preschool

Tuition assistance for preschool is available through employers and income tax credits. Families with students in preschool only DO NOT qualify for tuition assistance offered by Nazareth Elementary School.

For more information about paying tuition on a pre-tax basis using a *Dependent Care Reimbursement Account*, contact your employer's benefits or human resources office. Dependent care expenses that are paid on an after-tax basis may qualify for *Federal Income Tax Credits*. Contact a financial advisor or tax professional for more information.

Tuition Assistance – Kindergarten to Grade 6

At Nazareth Elementary, we are committed to making tuition affordable for as many families as possible. Thanks to the support of the Sisters of Saint Joseph, grants and awards from charitable organizations, and the financial support of alumni and friends of Nazareth Elementary, we are able to provide tuition assistance to many of our families.

In order to maintain affordable tuition costs, families must keep accounts current through timely payments and only request financial aid if it is absolutely necessary.

All payments go through FACTS; therefore, it is mandatory for each family to have a FACTS account. Financial aid requests are also submitted through FACTS.

FACTS will process the financial aid applications in the strictest of confidence. There is a \$35 processing fee payable to FACTS due at the time of application. You must complete all required forms and submit all required materials in the application. It is important to be accurate, honest, and thorough when completing the application. If it seems you cannot afford to have your child attend due to a substantially limited income, you may be asked to reconsider registering him/her. Please inform the Business Manager, Mrs. Cathy Cerame, if there are any special circumstances that may affect the amount of aid you may or may not receive.

If you have children in other schools that use the FACTS management program, please know that you only have to apply ONE TIME for all children. FACTS will forward your application.

Awards for tuition assistance are reviewed in the spring. Availability of tuition assistance funds after this time will be very limited. We encourage you to apply early before funds are depleted. No tuition assistance will be considered if you are not enrolled in FACTS or if you have not fully completed a registration packet and financial aid packet.

To access the FACTS Financial Aid website, visit <https://online.factsmgmt.com/signin/3czwg>.

Always feel free to call Cathy Cerame if you have questions or need additional help: **585.458.3786 x3128**.

Heritage Awards and Refer a Family Incentive Program

The Heritage Award of \$250 is available for children and grandchildren of Nazareth Hall and Nazareth Academy alumni. Please indicate your eligibility on the application form.

If you refer a family to Nazareth Elementary and the new family registers and is still in attendance in January, your family will receive \$300 off your January tuition. Additional monthly credits of \$300 can be earned based on the number of new families referred. Please see our Refer a Family handout.

TO: Parents / Guardians
FROM: Sr. Margaret Mancuso, Principal and Cathy Cerame, Business Manager
DATE: February 1, 2022
RE: FINANCIAL AID PROCESS for 2022/2023

Each year more families need financial aid. A grant from the Mother Cabrini Health Foundation has increased our pool of aid for the 2022/2023 school year, so we will be able to assist more families. We remain so grateful to our many donors, alumni, and benefactors who continue to support our Tuition Assistance Fund.

There are specific criteria we must follow when determining financial aid for our families:

- All accounts must be current and paid in full. If an account is in arrears, financial aid is not considered.
- All required forms must be submitted both to FACTS and Nazareth Elementary by **APRIL 15, 2022**.
- Registration fees must accompany the Nazareth Elementary registration form.
- FACTS fees for applications and financial aid must be paid in full before the application is reviewed.
- If an account becomes delinquent (30 days past due), any and all financial aid awarded may be forfeited.
- **NO EXCEPTIONS WILL BE MADE TO THE ABOVE REQUIREMENTS**

KEEP IN MIND THAT FINANCIAL AID IS LIMITED AND AWARDED ON A FIRST-COME, FIRST-SERVED BASIS. Awards do not automatically renew each year. You must complete all steps and apply each year.

New families or families not currently registered in FACTS:

1. You must set up a FACTS account for your child(ren). Directions are on our website.
2. After an account is set up, you can go to GRANT & AID in FACTS and complete the financial aid application.

Returning families:

1. Make sure your FACTS account is accurate for the 2022/23 school year (correct address, phone number, names, bank accounts, etc.).
2. Go to GRANT & AID in FACTS and complete the financial aid application.

DOCUMENTS NEEDED IN FACTS FOR FINANCIAL AID:

- Copies of your 2021 Federal tax forms including all supporting tax schedules.
- Copies of your W-2 forms for both you and your spouse (or whomever is responsible for paying tuition).
- Copies of supporting documentation for Social Security income, welfare, child support, food stamps, worker's compensation, etc.

IF YOUR W-2 or FEDERAL TAX RETURN IS NOT SUBMITTED, FINANCIAL AID WILL NOT BE CONSIDERED.
NO EXCEPTIONS OR EXTENSIONS!

THE TAX RETURN SHOULD BE PREPARED BY AN AUTHORIZED TAX PERSON. IF SELF-PREPARED, IT MUST BE SIGNED AND DATED.

Once your application is approved, you will receive a Financial Aid Award letter.

We try our best to make a Nazareth Elementary education affordable for all our families. We are readily available to discuss any concerns you may have and will work with you if your circumstances change.



Refer a Family Incentive Program

Earn \$300 credit toward your family's Nazareth Elementary School education!

What is the Refer a Family Incentive Program?

The Refer a Family Incentive Program has been established to increase enrollment in Nazareth Elementary School through the most effective and simple recruitment tool there is: Parent-to-Parent Conversation.

How does the Refer a Family Incentive Program work?

A current family shares the good news of Nazareth Elementary with another family not already registered at Nazareth. The current family invites the new family to visit our website to see for themselves how our motto, "Where faith, love, and learning thrive!" is in action every day.

If the new family registers their child(ren) and they are still attending in January, the referring family receives \$300 off their January tuition. If a family recruits two new families, they receive \$300 off their January tuition and \$300 off their February tuition. If a family recruits three or more new families, they receive \$300 off their monthly tuition payments January through June, PLUS the re-registration fee for the next school year will be waived.

What are the restrictions?

- Only one family may receive credit for the new family registered.
- This form must be submitted to Nazareth Elementary School for authorization.
- The Refer a Family Incentive Program applies to Grades PK–6.

How does one apply?

Complete the information below and return the form to the Business Office.

Please accept our thanks for your support of Nazareth Elementary School and for telling our story. We are counting on YOU to help Nazareth grow! May God continue to bless you abundantly!



Refer a Family Incentive Program 2022 - 2023

Date: _____

Family Referred to Nazareth Elementary _____

Registering for the first time at Nazareth Elementary School

Referring Family:

Student Name(s) _____

Parent/Guardian, Printed Name: _____

Parent/Guardian, Signature: _____

Business Office Manager's Signature: _____

Account Number: _____