



Admissions Procedure 2024 - 2025

Thank you for applying to Saint Bernard Catholic Academy!

All forms, all documentations, and the fee must be submitted together. We will not accept forms, documentations or the fee separately.

- 1) Completely fill out the attached registration form for each child that you are registering.
- 2) Complete the Parental Agreement for Tuition and sign the form.
- 3) Complete the Probationary Period Form
- 4) Complete the Emergency Contact Form
- 5) Submit a copy of the Birth Certificate for each child you are registering.
- 6) Submit a copy of the Baptismal Certificate for each child you are registering if the child is Catholic.
- 7) Submit a copy of your child's proof of immunization for each child you are registering.
- 8) Submit a copy of your child's latest report card (if applicable). In June, you will be required to submit a copy of the final report card.
- 9) Submit copies of Standardized Test Scores of students entering grades 4-7.
- 10) Submit a copy of IEP/IESP/504/Other (if applicable).
- 11) Submit a check or money order for the appropriate registration fee.
- 12) Return all forms, documentations, and the fee to the school office either in person (preferable) or through the mail.

Registration for Jr. PreK, our program for children born in 2021, will be accepted on a first come, first served basis. There are two sessions of this program, full day (7:50 until 2:30) and half day (7:50 until noon). Class size is limited. Please indicate your choice of session on the registration form.

Registration for PreK (children born in 2020) through Grade 8 for the 2024 – 2025 school year will be accepted and processed based on the availability of seats in the class. You will be notified by April 1st (or earlier), if your child has been accepted into our school (your registration fee will be returned to you if we are unable to process your registration).

If you have any further questions, please call Ms. Flanagan, the academy principal, or Mrs. Capriola, the academy administrative assistant, at 718 241 6040. You can also contact Ms. Flanagan at tflanagan@stbernardcatholicacademy.org or Mrs. Capriola at lcapriola@stbernardcatholicacademy.org.



Saint Bernard Catholic Academy Admissions Application 2024 - 2025

Date of Application: _____

Grade Applying For: _____

**Please complete and return with the appropriate *non-refundable* application fee.
Please note that applications will not be processed without payment**

Student Information

Student's Full Name: _____ SS #: _____
Last First M.I.

Gender: Male Female

Student's Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Place of Birth: **Country:** _____ **City & State:** _____

Date of Birth: _____ Phone: _____

Student's Sacramental Information

Religious Affiliation: _____ Place of Worship: _____

Baptismal Church: _____ City/State: _____ Date: _____

First Penance Church: _____ City/State: _____ Date: _____

First Holy Communion Church: _____ City/State: _____ Date: _____

Confirmation Church: _____ City/State: _____ Date: _____

Previous School Experience (Please list all schools including Pre-School)

School: _____ **Address:** _____

From: _____ To: _____ Grade/s: _____

School: _____ **Address:** _____

From: _____ To: _____ Grade/s: _____

School: _____ **Address:** _____

From: _____ To: _____ Grade/s: _____

Father

Father's Full Name: _____ D.O.B: _____
Last First M.I.

Father's Address: _____
Street Address Apartment/Unit #

Home Phone: _____ Cell Phone: _____
City State ZIP Code

Employer: _____
Name Work Phone Number

E-Mail Address: _____

Religious Affiliation: _____

Place of Worship: _____

Are you an alumnus of Saint Bernard Catholic Academy? Class Year: _____

Mother

Mother's Full Name: _____ D.O.B: _____
Last First M.I.

Mother's Address: _____
Street Address Apartment/Unit #

Home Phone: _____ Cell Phone: _____
City State ZIP Code

Employer: _____
Name Work Phone Number

E-Mail Address: _____

Religious Affiliation: _____

Place of Worship: _____

Are you an alumnus of Saint Bernard Catholic Academy? Class Year: _____



Additional Information

Parent's Marital Status: _____ Custodial Parent: _____

Language(s) Spoken at Home: _____

Is the Student Bilingual? Yes No

If Yes, what other language(s) does he or she speak? _____

Does student have an IEP/IESP or 504/receive support services: Yes No
(If yes, please attach the most recent documentation)

Please Circle All that Apply: Speech PT OT SETSS SEIT PARA
Other _____

Siblings:

1) Name: _____ Age: _____

School (if applicable) _____ Grade: _____

2) Name: _____ Age: _____

School (if applicable) _____ Grade: _____

3) Name: _____ Age: _____

School (if applicable) _____ Grade: _____

Authorization To Release School Records

Child's Name _____

Name of Previous School _____

Address of School _____

Parent's Signature: _____

Agreement

I agree to pay the registration fee as noted, understanding that it is non-refundable.
I agree to pay the tuition as noted understanding that there will be a late fee of \$50.00 added to any tuition payment late more than ten (10) school days.
I understand that a fee of \$50.00 will be added to any check that is returned to us.
I agree to read and follow the guidelines in the parent handbook.
I give permission to have previous schools' records released.
I certify that the information on this form is complete and true to the best of my knowledge.
The registration fee is non-refundable, unless your child is not accepted as a student. If there are any documents and/or fees missing, your child's application will not be processed.

Signature of Parent/Guardian: _____ Date _____

Parental Agreement 2024-2025

Family Name: _____

Registration Fees – Junior PreK through Grade 8

Number of Children	"Early Bird Fee" If paid by 3-29-24	Fee If paid by 5-31-24	Fee If paid by 6-14-24	Fee If paid after 6-14-24
One Child	\$775.00	\$825.00	\$875.00	\$925.00
Two Children	\$1,440.00	\$1,490.00	\$1,540.00	\$1,590.00
Three Children	\$2,020.00	\$2,070.00	\$2,120.00	\$2,170.00
Four or + Children	\$2,405.00	\$2,455.00	\$2,505.00	\$2,555.00

*****NOTE: Registration Fees are NON-REFUNDABLE & Must Be Paid in Full by 8-23-2024*****

Saint Bernard Catholic Academy Tuition 2024-2025

*****Please Note: In order to qualify for the Catholic tuition rate, the child must have a baptismal certificate from a Catholic church.*****

5% discount applies to tuition paid in full before the opening day of school.

Full Day for Junior PreK through Grade 8

Number of Children	Catholic	Payment	5% Discount	Non-Catholic	Payment	5% Discount
One	\$5,620	\$562	\$5,340	\$8,153	\$815.30	\$7,745.35
Two	\$8,540	\$854.00	\$8,113	\$11,760	\$1,176	\$11,172
Three +	\$11,575	\$1157.50	\$10,996.25	\$15,585	\$1,558.50	\$14,805.75

Half Day for Junior Prekindergarten

Number of Children	Catholic	Payment	5% Discount	Non-Catholic	Payment	5% Discount
1	\$4,280	\$428.00	\$4,066	\$5,673	\$567.30	\$5,389.35

I agree to pay the registration and tuition fee as noted.

Parent Signature: _____



Tuition Payment Schedule** St. Bernard Catholic Academy

FOR YOUR CONVENIENCE /Please mark your calendar

2024 - 2025

Payment #	Due Date	Payment #	Due Date
1	Friday, August 16	6	Thursday, January 16
2	Monday, September 16	7	Friday, February 14
3	Wednesday, October 16	8	Friday, March 14
4	Friday, November 15	9	Wednesday, April 16
5	Monday, December 16	10	Friday, May 16

**** Tuition received 10 days after the due date will be subject to a \$50.00 late charge and all returned checks will be charged a \$50.00 returned check fee. ****

Please keep this page for your records.

Full Day for Junior PreK through Grade 8

Number of Children	Catholic	Payment	5% Discount	Non-Catholic	Payment	5% Discount
One	\$5,620	\$562	\$5,340	\$8,153	\$815.30	\$7,745.35
Two	\$8,540	\$854.00	\$8,113	\$11,760	\$1,176	\$11,172
Three +	\$11,575	\$1157.50	\$10,996.25	\$15,585	\$1,558.50	\$14,805.75

Half Day for Junior PreK

Number of Children	Catholic	Payment	5% Discount	Non-Catholic	Payment	5% Discount
1	\$4,280	\$428.00	\$4,066	\$5,673	\$567.30	\$5,389.35

FOR SCHOOL USE ONLY

- Registration Form
- Parental Agreement
- Emergency Contact Form
- Media Release Form
- Copy of Birth Certificate
- Copy of Baptismal Certificate
- Immunization Complete to Date
- Report Card (if applicable)
- New York State Test Results (if applicable)
- Copy of IEP/IESP/504/Other (if applicable)
- Other Documents (please list) _____

- Registration Fee _____
Check # _____

- Money Order _____

- Cash: _____

Application and Fee Received by: _____
Signature



EMERGENCY CONTACT FORM

(ONE FORM MUST BE RETURNED FOR EACH CHILD)

**EMERGENCY
CONTACT**

**EMERGENCY
CONTACT**

CHILD'S NAME: _____ GRADE: _____

CHILD'S HOME TELEPHONE NUMBER: _____

CHILD'S HOME ADDRESS: _____

NAME OF CHILD'S PEDIATRICIAN: _____

TELEPHONE NUMBER OF CHILD'S PEDIATRICIAN: _____

LIST OF MEDICATIONS THAT YOUR CHILD TAKES DAILY: _____

LIST OF YOUR CHILD'S ALLERGIES: _____

MOTHER'S NAME: _____

MOTHER'S HOME TELEPHONE NUMBER: _____

MOTHER'S CELL PHONE NUMBER: _____

MOTHER'S WORK TELEPHONE NUMBER: _____

MOTHER'S HOME ADDRESS: _____

FATHER'S NAME: _____

FATHER'S HOME TELEPHONE NUMBER: _____

FATHER'S CELL PHONE NUMBER: _____

FATHER'S WORK TELEPHONE NUMBER: _____

FATHER'S HOME ADDRESS: _____

EMERGENCY CONTACT: Please list below the name, relation, and phone number for 3 people that could be contacted about your child in case of an emergency and you are not available.

Name	Telephone Number	Relationship



SAINT BERNARD CATHOLIC ACADEMY

2030 EAST 69th STREET

BROOKLYN, NY 11234

(718) 241-6040

WWW.OPTIONC.COM (School #939)

WWW.stbernardcatholicacademy.org



Dear Parent or Guardian:

Saint Bernard Catholic Academy strives to provide all of its students with a positive learning environment. A happy, secure, and safe atmosphere focusing on the needs of the children is our primary goal. Our qualified and dedicated staff work diligently to make each student's adjustment to school a positive one. All students are provided ample time to acclimate to the school setting.

However, sometimes a child's needs go beyond our research and we are unable to provide what is necessary. Examples of special needs are learning disabilities, attention deficit, hyperactivity behavioral problems, or a child's readiness for school. With all special situations, every effort and consideration is given to each unique circumstance. When, in the opinion of the school, all available avenues of resolution have been exhausted. Saint Bernard Catholic Academy reserves the right to release a child from our program.

This action may occur at any point during the academic year and is jointly decided by the child's teacher and school administration. Every effort will be made to avoid release from our program. A PreK or Kindergarten child who is not ready for school as well as a child who's IEP/IESP mandates services that we do not have, cannot remain on register.

Therefore, please be advised that registration and re-registration for all students is contingent upon the completion of a 60-calendar day probationary period to ensure that the school can provide required services.

Please sign below to indicate that you understand our policy and agree to abide by its conditions.

Thank you,

Tracy Flanagan
Principal

Parent Acknowledgment

I have read the above statement and agree to its terms. I am aware that to complete the registration/re-registration process, a 60-calendar day probationary period is in effect.

Child's

Name _____

Signature of Parent or Guardian _____

Date _____



RELEASE OF RECORDS

Complete this page only if your child is entering Grades 1-8

Student's Name _____

Name of Current School: _____

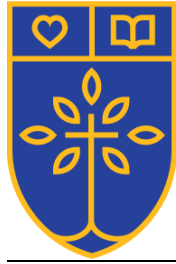
Address of Current School: _____

Telephone Number of Current School: _____

I give permission to Saint Bernard Catholic Academy to contact my child's current school and ask for my child's school records to be forwarded to Saint Bernard Catholic Academy.

Parent's Signature _____

Date _____



SAINT BERNARD CATHOLIC ACADEMY

ROOTED IN CHRIST'S TEACHING

MEDIA AUTHORIZATION AND RELEASE

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian by the Academy, Roman Catholic Diocese of Brooklyn, and/or Department of Education and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "Parties").

I hereby grant the Parties the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, internet, and podcasts.

I forever grant, assign, and transfer to the Parties any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by the Parties. I hereby agree to release, indemnify and hold harmless the Parties from any and all claims, demands, actions or causes of actions, loss, liability, damage, or cost arising from this authorization.

Print Name: _____

Signature: _____

Date: _____

Name and Grade of Child: _____

If you are choosing to opt out of this policy, the Academy MUST receive the signed acknowledgement below and return it to the Principal by the first day of school:

I have read the Media Authorization and Release Policy and am choosing to opt out.

Print Name: _____

Signature: _____

Date: _____

Name and Grade of Child: _____



2024-2025

Tuition Assistance Available

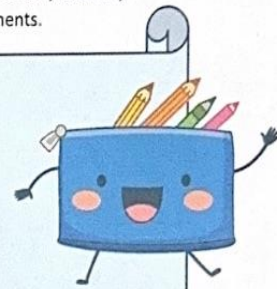
Financial aid is available for eligible students in grades K-8 who attend a Brooklyn or Queens Catholic School or Academy.

***To be eligible, families Must:** 1. Enroll student(s) in a Brooklyn or Queens Catholic elementary school/academy.
2. Complete the financial aid application and submit all required documents. 3. Meet financial need requirements.

APPLY ONLINE

Starting Monday, January 15, 2024, Visit www.Futuresineducation.org
From the menu, Click Scholarships -> **APPLY NOW!**

Note: Returning Teddy J. Forstmann recipients will receive instructions from Children's Scholarship Fund in February 2024. Do not apply through FACTS!



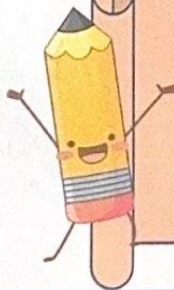
MEET YOUR DEADLINES!

March 31, 2024

*Families who received an award
last academic year*

April 30, 2024

New Applicants



NEED HELP?

FACTS is the third-party vendor selected by Futures in Education to conduct fair and confidential Financial need assessments for families applying for tuition assistance.

- **FACTS applicant support: Phone 866-441-4637**
- **M-Th 8:30am-8pm Est / Fri 8:30am-6pm Est**
- **Email at info@factstuitionaid.com**
-



MORE INFORMATION

Futures in Education: www.futuresineducation.org Call: 718.965.7340

Children's Scholarship Fund: www.scholarshipfund.org

*Note: There is a non-refundable \$40 application processing fee payable by credit card.
Applications are available online in English and Spanish*

