

ADMISSIONS POLICY 2009-2010

It is the policy of Cardinal Hickey Academy that the Academy shall not discriminate on the basis of sex, race, color, and/or national ethnic origin in the administration of its educational policies, admissions policies, tuition assistance/scholarships, and any other school administration programs.

1. To enter kindergarten, a child must be five years old by September 1, 2009.
2. To enter grade one, a child must be six years old by September 30, 2009.
3. The birth certificate and baptismal certificate must be presented on the day of registration.
4. Proof of all immunization identified within the Maryland Department of Health and Mental Hygiene Minimum Vaccine Requirements must be provided. Permanent medical contraindications and religious objections will not be accepted at Cardinal Hickey Academy. Proof of physical examination must also be provided.
5. The Early Prevention of School Failure Test will be given to all kindergarten children.
6. An applicant to grade one or above must provide a copy of his/her most recent report card and a copy of the results of most recent standardized tests scores. A student's past records must indicate that he/she meets school standards (defined as satisfactory or above in academics, conduct, effort, and in attendance) to be eligible for admittance consideration.
7. Tests in reading, math, and writing will be given to all new students in grade one and above.
8. An interview by the Principal is required for students entering Grade 6 or above.
9. The Academy will exercise discretion in accepting students entering Grade 6 and above to assure that the Academy will effectively meet their needs. The recommendation of the child's pastor and principal of his or her current school will be part of the process. Students transferring from another Catholic school will be given preference in Grades 6 and above.
10. The results of testing will determine if a child has the ability to profit from the program at Cardinal Hickey Academy. Students entering the Academy are required to be functioning at grade level in the areas of reading and math.
11. Former students seeking re-admission to the Academy will be considered on a case-by-case basis.

Upon meeting the above requirements, acceptance will be determined by the following preferences:

1. Current registered students who continue to meet school standards, defined in item 6 above.
2. Siblings of current students of the Academy who meet school standards and the children of Cardinal Hickey Academy teachers and staff members who meet school standards.
3. Current Shepherd's Flock Preschool Catholic students who meet school standards.
4. Registered members of The Covenant Community of Jesus the Good Shepherd or any of the other four parishes which the Academy has been designated to serve – Jesus the Divine Word, Our Lady of Sorrows, St. Anthony and St. John Vianney. Applications will be reviewed in consultation with the pastors. Parish involvement information from the Registration Form will be referenced.
5. Other Catholic Parishioners.
6. Non-Catholic students who have attended either the Shepherd's Flock Preschool, Christian Beginnings Preschool of Saint John Vianney Parish or Good News Preschool of Jesus the Divine Word Parish.
7. Others who value the vision and education provided by the Academy and wish to be part of the Academy community.

Registration Fees:

\$200.00 for one student	\$275.00 for two students
\$350.00 for three students	\$425.00 for four or more students

1. The Registration Fee, less a \$100.00 educational testing fee per child, is credited to tuition.
2. The Registration Fee, less the \$100.00 testing fee per child, will be returned to families of children tested but not accepted.
3. The Registration Fee is forfeited for those students who are accepted but whose families decline the offer of admission.
4. The Registration Fee for returning students is non-refundable.

With regard to Withdrawal of a student during the year:

If a student withdraws after registration, tuition will be refunded on a prorated basis, less \$1200.00, provided the school has received thirty (30) days prior written notification of withdrawal.

Military transfers, as the law requires, receive a full pro-rated refund.