SAiNT BRIGID OF KILDARE SCHOOL

Seeking Grace and Wisdom

How to Apply

Saint Brigid of Kildare School New Family Application Policies

2025-2026 Application Dates

- January 24, 2025, midnight — Deadline for applications to be considered on-time
- February 3-7, 2025—Notification of admission status begin being sent via email

Application Materials

The following information is required at the time of applying. Applications are not considered complete until all required documents and fees are received. Late applications go to the bottom of the waiting list.

1. Online application form (found at www.stbrigidofkildare.com/apply)
2. Birth Certificate (copy only)
3. Baptismal Certificate (if Catholic) (copy only)
4. Most recent report card for students entering grades 1-8
5. $120 per child non-refundable application fee (this is paid online via the application form)
6. Copy of custody papers if parents are separated or divorced

Age Requirements for 2025-26 School Year

To enter preschool, a child must be 3 years old on or before September 30, 2025.

To enter kindergarten, a child must be 5 years old on or before September 30, 2025.

To enter 1st grade, a child must be 6 years old on or before September 30, 2025.

To be accepted into the first grade, a child must have attended a chartered kindergarten program.

Acceptance Ranking

Applications for admission will be ranked according to the following priorities:

1. Children from families registered at and actively involved* in St Brigid Parish
2. Children from non-parishioners with siblings currently enrolled in K-8
3. Children whose families are active, practicing members of other Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church
4. Children enrolling or transferring from other Catholic Parishes
5. Children of other, non-Catholic Faith traditions.

*For the full list of priority within each ranking, visit www.stbrigidofkildare.com/apply

Continuous Enrollment

Preschool students whose families are active, registered parishioners are guaranteed enrollment for kindergarten. Preschool students whose families are not active, registered parishioners will be considered with the above mentioned priorities and will be exempt from the new student registration fee. Families with children in the Saint Brigid of Kildare Preschool Program will be exempt from the new student registration fee. Children enrolled in kindergarten through grade 7 are guaranteed admission for the following school year.

Notification of Admission

By February 7, 2025 parents will be given a status update of their application (admission or position on the waiting list) via email for the 2025-2026 school year.

Waiting List

If the number of applicants exceeds the number of class openings, a waiting list will be established. Following application, positions on the waiting list will be assigned using the same ranking criteria stated above.

- Families that are offered an admission have 24 hours to respond.
- If a student is offered an admission prior to the beginning of the school year and does not accept, the parents will be given a choice to either go to the bottom of the current list or be removed all together.
- If a student is offered an admission during the school year and does not accept, the parents will be given a choice to either apply for the beginning of the next school year or be removed all together. Special circumstances for not accepting admission (such as illness) will be given separate consideration by the school administration.
- A new waiting list will be established for each school year. Participation in annual application will be necessary to be considered for the next school year even if you are on the current waiting list.

Acceptance and Enrollment

Upon notification of acceptance, please pay online an acceptance fee of $150 per student for grades preschool through eighth. This one-time acceptance fee is *nonrefundable*, but the amount *will be credited* toward your student's tuition. This fee must be submitted within 7 business days of notification of acceptance to hold your child's spot.

Tuition Payment Plan

Saint Brigid of Kildare School tuition is paid through the FACTS program. FACTS handles all payment processing for Saint Brigid of Kildare School.

Payment Options:

- Families may elect to pay tuition in one lump sum, semi-annual payments, quarterly payments, or 10 or 12 monthly payments.
- Families may elect to have payments made on the 5th or 20th of the month. All tuition payments begin in July and are paid in full by June.
- Families must send in a confirmation of the established FACTS tuition account along with the non-refundable acceptance fee ($150) within 7 business days of receipt of acceptance to Saint Brigid of Kildare School. This fee is applied towards tuition.

Withdrawals

A withdrawal includes new families who have signed an acceptance form or families who have re-enrolled for the upcoming school year.

The following policies apply to students who withdraw prior to the beginning of the school year:

- If the school is notified of the withdrawal between June 30th and July 31st, a withdrawal penalty equal to 10% of your total tuition bill will be charged to your FACTS account.
- If the school is notified of the withdrawal between August 1st and the first day of the new academic year, a withdrawal penalty equal to 20% of your total tuition bill will be charged to your FACTS account.
- If the withdrawal is due to special family circumstances (such as moving out of the geographic area, loss of job, change of financial status, etc), once the principal or pastor approves, a withdrawal penalty will not be assessed.

The following policies apply to students who withdraw during the school year:

• A withdrawal conference must take place with the school principal or the pastor.

• Once the school principal or the pastor approves the withdrawal from the school, the tuition account will be reconciled based on the number of months partially and/or fully attended. (Example: A student in attendance in August through October 15th will pay for 3 months of tuition)