

# NEW SIBLING APPLICATION

Thank you for your commitment to POPE FRANCIS GLOBAL ACADEMY. We are delighted to be welcoming another member of your family for the upcoming school year! Please complete this application and submit all pertinent forms for each new student, prior to enrolling on FACTS.

**Date of submission** \_\_\_\_\_

**Please provide the following when submitting the application:**

- Birth Certificate of the child applying (please attach a scan of the birth certificate for now. The original, or a certified copy, must be brought to the school to be copied by school staff prior to start of school).
- A copy of the Baptismal Record of the child applying, if applicable.

**For each new sibling, please submit the following, as they would apply to the student:**

- A copy of the most recent report card, which should include attendance (1st-8th grade applicants)
- A copy of standardized test scores (3rd - 8th grader applicants, and from any lower grade levels if test scores are available)
- For younger students with no test scores, please provide any benchmark assessments if available (Fontis and Pinnell, Dibels, etc.)
- A copy of your child's IEP, IESP, 504 or, for younger students, ANY early intervention reports/documentation, if applicable,
- A copy of any additional Catholic Sacramental records completed for the child applying (2nd through 8th graders)

**Return completed applications by email, USPS, or in person, including all applicable documentation to:**

Gigi Ybarra  
Admissions Department  
Pope Francis Global Academy  
6143 West Irving Park Road  
Chicago, Illinois 60634

Or, email admissions packet, including forms as PDF attachments to Gigi Ybarra at [gybarra@pfgacademy.org](mailto:gybarra@pfgacademy.org).

**For Office Use:**

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## APPLICANT INFORMATION

Applying For Grade

Pre-K3  Pre-K4  Kinder  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>  6<sup>th</sup>  7<sup>th</sup>  8<sup>th</sup>

Academic Year 2023-2024

Student Name (last, first, middle)

Nickname (if any)

Male  Female

Student Date of Birth

Place of Birth (city, state or country)

Address

City

State

Zip

Primary Phone Number

Primary Family email Address

Student's Religion

Baptismal information, if applicable (date, church, city and state)

Student Race (optional)

African American or Black

American Indian or Alaskan

Asian

Hispanic/Latino

Native Hawaiian or other Pacific Islander

White

Two or more races

Other

Primary language spoken at home

Additional Languages Spoken at Home

If two or more races, please list them

Does your student have any medical, social or developmental conditions we should be aware of to better serve him/her?

Yes

No

If yes, please explain above

Does your student have an IEP, a 504 plan? Or, has he/she been screened for, or received, any early intervention services?

Yes

No

If yes, please explain above

## FAMILY INFORMATION

Guardian #1 Name

Relationship to Student

Is Guardian #1 a registered Catholic? If yes, which parish?

Email

Cell Phone

Is Guardian #1 a different religion? If yes, which religion?

Occupation

Employer

Work Phone

Guardian #2 Name

Relationship to Student

Is Guardian #2 a registered Catholic? If yes, which parish?

Email

Cell Phone

Is Guardian #2 a different religion? If yes, which religion?

Occupation

Employer

Work Phone

Student Lives with:  Both  Guardian #1  Guardian #2

If applicant does not live with both guardians in one household, please describe living arrangements.

Are there any court orders regarding custodial rights? If so, please explain briefly. We will need documentation for the student's file once student is enrolled.

Please indicate all parties to whom all school communication should be directed.

Who will be financially responsible for the education of this child?

If student is K-8, check, here if you will be applying for financial assistance. All FACTS Grant and Aid Applications are due by April 1, 2023.

**SIBLING INFORMATION - Please list all siblings, regardless of age.**

<hr/>		
Sibling Full Name	<input type="radio"/> Male	<input type="radio"/> Female
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Birth Date	Current Grade (during the 2023-24 school year)	Current School
<hr/>		
Sibling Full Name	<input type="radio"/> Male	<input type="radio"/> Female
<hr/>		
Birth Date	Current Grade (during the 2023-24 school year)	Current School
<hr/>		
Sibling Full Name	<input type="radio"/> Male	<input type="radio"/> Female
<hr/>		
Birth Date	Current Grade (during the 2023-24 school year)	Current School

**APPLYING STUDENT’S CURRENT SCHOOL INFORMATION (only if applicable)**

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Student’s Current School/Pre-school/Daycare	Current Grade
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Dates Attended	School’s Phone
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School’s Address	

I understand that once enrollment at Pope Francis Global Academy is established it will be my responsibility to request an official student records transfer from the old school. I will utilize the **Records Transfer Form** on the PFGA website and records will be sent directly from the old school to PFGA.

**APPLICATION SUBMISSION**

Parent Certification: I hereby make formal application for my child to enter Pope Francis Global Academy. I understand that this application authorizes the school to investigate my child’s academic record with his/her current school and to secure other pertinent information in order to assess our ability to serve your child’s needs. New and transfer students will be accepted with a probationary period of 90 school days. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, nor may they require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has, at the time of review, the appropriate staff and ability to make the necessary accommodations for the child’s academic growth and success.

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# 1 Parent/Guardian Signature	Date
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#2 Parent/Guardian Signature	Date

*Pope Francis Global Academy School does not discriminate on the basis of gender, race, color, or national origin in the administration of admissions and educational policies, financial aid, or other school-related activities. Demographic information (e.g. race) is requested for Archdiocesan reporting purposes. It is not used in the admission decision.*

## PRE-K PROGRAM SELECTION

Unified Pre-K (3s and 4s together in a classroom) with half-day and full-day options will be available. In order to support the school's Pre-K sustainability given the higher costs of education and care for these students, neither a multi-sibling discount nor financial assistance is available to Pre-K students.

### Requirements to begin the year in Pre-K

- A child must be three years old on or before September 1 of the school year for which they are enrolling. No exceptions can be made.
- A child must independently and successfully use the toilet in order to attend school. Pull-ups or other similar products are not acceptable.

### Pre-K Program Options - CHOOSE ONLY ONE, if you have a PRE-K student applying

Choose between 3 or 5 half-days (mornings 8 am - 11:20 am) or 3 or 5 full-days (8am - 3pm). Tuition may be paid in full by August 15 or in 10 payments, billed August through May.

- 3 half-days (mornings) – \$3,735 tuition annually
- 5 half-days (mornings) – \$4,668 tuition annually
- 3 full-days – \$5,168 tuition annually
- 5 full-days – \$6,998 tuition annually

## GRADE LEVEL PROGRAM SELECTION

All classes Kindergarten – 8th will be full-day (8 am - 3 pm). Students entering Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, and 8th must be age 5, 6, 7, 8, 9, 10, 11, 12, 13 respectively on or before September 1 of the school year for which you are applying. Please check the line which describes your family tuition scenario, excluding your Pre-k students. Multi-child discounts are not available for Pre-K students. Tuition may be paid in full in advance (\$100 discount), or in 10 payments, August through May.

### CHOOSE ONLY ONE, or none if you have no grade level (K-8TH) children applying

- 1st Child (K-8) – \$6,735 per family
- 2 Children (K-8) – \$11,695 per family (\$4,960 2nd child rate = \$1,775 total savings)
- 3 Children (K-8) \$15,355 per family (\$3,660 3rd child rate = \$4,850 total savings)
- 4 Children (K-8) \$19,015 per family (\$3,660 4th child rate = \$7,925 total savings)

### Additional Fees - SELECT THOSE WHICH APPLY TO YOUR SITUATION, SIGNIFYING AGREEMENT

- Enrollment Fee – \$200 (at the time of FACTS enrollment)
- FACTS Management Administrative Fee per year – \$50 (Billed directly from FACTS in June)
- Curriculum Resource Fee for K-8 – \$250 per student annually (Billed on your July FACTS bill)
- Curriculum Resource Fee for Pre-K – \$125 per student annually (Billed on your July FACTS bill)
- Mandatory Fundraising per family – \$400, for which you will receive 40 raffle tickets to sell (Billed on your July FACTS bill)
- Mandatory Fundraising per family with only one morning Pre-K student – \$200, for which you will receive 20 raffle tickets to sell (Billed on your July FACTS bill)

### Additional Commitment of Your Time - SELECT THE ONE WHICH APPLIES TO YOUR SITUATION, SIGNIFYING YOUR AGREEMENT

- 20 hours of Volunteer Service to the school per family with at least one full-time student, per year from April 1, 2023 - March 31, 2024. \$15 per hour for all hours not completed by March 31, 2024 will be billed in April of 2024. Payment will be due by June 15, 2024
- 10 hours of Volunteer Service to the school for families with only one morning Pre-K student. \$15 per hour for all hours not complete by March 31, 2024 will be billed in April of 2024. Payment will be due by June 15, 2024.

## FACTS ENROLLMENT

All PFGA families are required to establish a FACTS Management Payment Plan. Once extended admittance to PFGA and provided a link to complete the enrollment, families will have 30 days to complete the process of enrollment on FACTS. Beyond 30 days, please contact the admissions director, Jodi Thyen, to confirm space is still available.

### CAREFULLY READ ALL 4 AND CHECK/SELECT EACH, SIGNIFYING YOUR AGREEMENT

- I understand that upon acceptance to Pope Francis Global Academy I/we must include this sibling on our FACTS Payment Plan.
- I understand that enrollment at Pope Francis Global Academy will not be "complete" until our FACTS account is established and our enrollment fee is paid.
- I understand that FACTS will be the method of payment for the 2023-24 academic year for all tuition, fees, and EDP charges.
- I commit to keeping current on all FACTS billing and that failure to do so could end in exclusion from school.

