



Queen of Peace School
2550 Millville Avenue
Hamilton, OH 45013
Tel 513.863.8705 • Fax 513.863.4310
queenofpeacehamilton.org

January 29th, 2023

Dear Families,

It is time to register for the 2023-2024 school year!

We are grateful that you are considering Queen of Peace School for the education of your child. It is a true privilege and sacred responsibility to help your child learn to see Jesus in themselves and others, to practice the biblical virtues, and to grow academically.

What do you need to know about getting your child enrolled for next school year and securing a roster spot? Read on!

Families enrolling their child must complete the following checklist items:

- 1) Submit the online registration form. This can be found on the homepage of our website. Web address: www.queenofpeacehamilton.org.
- 2) Set up your FACTS account for the 2023-2024 school year. This account is how we bill for tuition and other charges. The appropriate link can be found on the homepage of our website. Questions? Contact Chad Riegert, our business manager, at criegert@qphamilton.org.

*Note that ALL families should have a FACTS account, even those who pay tuition in full. This is necessary to apply charges for hot lunch, pizza lunch, guitar, and other purchased services or participation fees.

- 3) Pay \$50 (cash or check) to Queen of Peace School. This is the registration fee for each child. The fee can be mailed to Queen of Peace School *or* dropped off at the school office.

*** Your child cannot be added to a class roster until the above checklist items have been completed!**

Once you have completed each checklist item, you will receive an email message.

This email message will ask you for some additional information we may need to make an informed admission decision.

On February 17th, we will send admissions notifications via email.



Queen of Peace School
2550 Millville Avenue
Hamilton, OH 45013
Tel 513.863.8705 • Fax 513.863.4310
queenofpeacehamilton.org

If you have not responded to the offer of admission **by February 20th**, the offered roster spot will pass to the next student on the priority rank list (see below).

If your child is *not* offered admission, the email you receive will explain the reasoning. The likeliest explanation is that we reached the roster limit before the priority rank system brought us to your child's registration form. If this is the case, your child will be placed on a waiting list. We will communicate *where* on the waiting list your child is situated (first, second, etc.).

When we assemble class rosters, we will be heavily guided by the priority rank list in the K-8 Student Handbook. Here it is for reference:

Priority Rank List

1. Currently enrolled students
2. Student parishioners with siblings enrolled in Queen of Peace School
3. Student parishioners new to Queen of Peace School
4. Catholic students (non-parishioner) new to Queen of Peace School
5. Christian students new to Queen of Peace School
6. Non-Catholic, non-Christian students new to Queen of Peace School

If you have any questions about registration, please let me know—jmears@qphamilton.org.

Thank you again for considering Queen of Peace School for your child!

Sincerely,

Joshua Mears
Principal