



# Admission Process 2012-2013

## ***Step One: Visit Our School***

**Daily Tours and Classroom Observation:** We enjoy showing off our beautiful school and stellar programs by offering tours on a daily basis. Our tours always include classroom walk-throughs, and those who are interested may also schedule an extended classroom observation if desired. Please call us to schedule a tour: Laurie Galdes, Director of Advancement, (408) 378-6196.

**Pre-K and Kindergarten Information Night:** Families with young children are invited to an informative and entertaining evening with our Pre-K and Kindergarten staff on Thursday, January 12, 2012. Current kindergarteners demonstrate key components of their day and model the St. Lucy uniform, and the Pre-K and Kindergarten teachers and school principal will present information about our comprehensive program.

**Open House:** We encourage all interested families to attend our Open House on Sunday January 29, 2012 which follows the 9:00 family mass. Open House is from 10:30 – 12:00. Visit our classrooms, talk with students, meet the teachers and get a feel for what our school is all about.

## ***Step Two: Submit an Application***

**Please read and become familiar with** the Admissions Policy of St. Lucy Parish School. *Children entering Kindergarten must be five years old by 11/01/12. Children entering Pre-K must be four years old by 10/01/12 (Note: California law SB1381, the Kindergarten Readiness Act, is changing in subsequent years, requiring children to be five years old by 11/1/12 for the 2012-13 school year, 10/1/13 for the 2013-14 school year, and by 9/1/14 for the 2014-15 school year.)*

**Please complete an Application** for Admission form for each child you wish to enroll and submit the following:

- Completed Application Form
- Copy of latest report card and standardized test scores (if applying for grades 1-8)
- Contact information from your child's most recent school.
- A non-refundable application fee of \$45.00 for each applicant

**Mail or deliver the application,** paperwork and the non-refundable application fee of \$45.00 per applicant to the school office: St. Lucy School  
76 Kennedy Avenue  
Campbell, CA 95008  
Office hours: Monday-Friday 7:30 am to 3:30 pm

**THE APPLICATION PACKET IS DUE BY 3:30 ON  
THURSDAY, FEBRUARY 2, 2012.**

*Applications received after this date are reviewed upon space availability.*

## ***Step Three: Testing and Screening***

The testing and screening for children in all grades is scheduled by the school once your completed application is received. The following dates have been established for selection and testing:

**Pre-K:**

Enrollment is prioritized by siblings of current students, Catholic families enrolled and active in St. Lucy Parish (and parishes without schools), Catholic families enrolled in another parish, and non-Catholic families. Within each of these categories, children are accepted on a first-come, first-served basis.

**Kindergarten:**

Kindergarten applicants are screened using the Gesell program on Saturday February 4, 2012 and Saturday, February 11, 2012, 8:00 a.m. to 12:30 p.m.  
Children will be assigned to specific 1/2 hour appointment times.

1st through 8th grade:

An afternoon visit and screening is required for students applying for transfer into first grade. For transfer applicants into grades 2-8, an all-day shadow visit in the student's current grade level classroom is required. You will be contacted to arrange a date.

### ***Step Four: Notification and Acceptance***

Notification letters regarding status of immediate acceptance, non-acceptance or waiting list pending space availability, will be mailed for Pre-K and Kindergarten applicants on March 1 or on a rolling basis (1<sup>st</sup> through 8<sup>th</sup> grade applicants). Deposits are due on or before Monday, March 12. The Catholic schools within our local cluster of 9 schools are collaborating on notification and deposit dates this year, so all local schools share these same dates.

The following application materials are required:

- Application Form
- Copy of Birth Certificate
- Copy of Baptismal Certificate
- Certificate of First Holy Communion (if age appropriate)
- Copy of Immunization Record
- Copy of latest report card and standardized test scores (if applying for grades 1-8)
- Contact information from your child's most recent school.
- A non-refundable application fee of \$45.00 for each applicant

Original certificates will be returned to you as soon as they are reviewed and copied

If accepted, a \$415.00 student fee to secure your Pre-K or Kindergarten child's place for the 2012-2013 school year is required by March 12. The fee is \$490 for students in grades 1-8. Checks should be made payable to St. Lucy School. This fee covers the cost of curriculum materials, textbooks, technology updates, student accident insurance, diocesan administrative fees, testing program costs, and the Catholic Telemedia Network fee.