

SCHOOL OF THE MADELEINE

REGISTRATION INFORMATION 2017-2018 SCHOOL YEAR

Thank you for your interest in School of the Madeleine. We are proud of the high standards, moral values, and academic excellence of our school, and invite you to become part of the Madeleine family.

Included in this packet is Program Information, a Tuition and Fees schedule for the current year, an application and two recommendation forms. If you are interested in visiting a classroom and/or scheduling a meeting with the principal, please call the School Office to make these appointments. Thursdays are designated as visiting days.

A special meeting for new parents interested in enrolling their child in the Kindergarten program will be held on January 19, 2017 at 6:00 pm in the church hall. This meeting will be an introduction to our unique developmentally-based Kindergarten. Children must be 5 years old by September 1 in order to be considered for admission.

New students are not ordinarily accepted in Grade 8.

A. APPLICATION

An application fee of \$85.00 (per family) and your completed application form with the required documents are to be sent to the school office. Please be sure to sign and date the application. Incomplete application packets will not be processed and may be returned for completion. The application fee is non-refundable after testing or acceptance.

- 1) Photocopies of the following documents must be included with the Student Application form:
(Copies of your original documents cannot be made at the school office.)
 - a) State Issued Birth Certificate
 - b) Baptismal Certificate
 - c) Immunization Card
 - d) Most recent report card or progress reports for students entering (Gr. 1-7)
 - e) Most recent academic testing results for students in (Gr. 2-7)
- 2) Letters of Recommendation (attached forms may be used) are required and must be completed by a current teacher and the principal if you are applying for a student entering grades 4-7. After completion the teacher and principal should mail these letters directly to School of the Madeleine.

Applications are considered according to these guidelines:

- a) Families with baptized Catholic siblings currently enrolled at Madeleine Elementary
- b) Registered and Supporting St. Mary Magdalene parishioners (Students baptized Catholic)
- c) Non Catholic siblings of currently enrolled school families
- d) Catholic applicants of registered, non-supporting parishioners of St. Mary Magdalene
- e) Catholic applicants of other Catholic parishes
- f) All other interested families depending on space availability

Ability of the school to meet the needs of a particular student is always a consideration. Within the above listed categories, the school reserves the right to select the appropriate candidate(s). The Admissions Committee makes the final decision regarding admission.

B. TESTING / INTERVIEW

You will be contacted to bring your child for a test and interview. It is anticipated that testing for students applying for grades Kindergarten and 1-7th will begin the latter part of February.

C. ACCEPTANCE

You will be informed of the appropriate placement, and testing results. All transfer students are accepted on a probationary status, for one school semester. This period of time is designed to ensure proper adjustment to the school environment and curriculum.

Sincerely,
Donna Wittouck
Principal

School of the Madeleine

PROGRAM INFORMATION

School of the Madeleine is a Catholic elementary school (Preschool through Grade 8) recognized throughout the Diocese for its caring Christian environment and strong academic curriculum. The School is sponsored by St. Mary Magdalene Parish, and is fully accredited by the Western Catholic Educational Association and Western Association of Schools and Colleges.

We are a faith community of dedicated educators. We believe in educating the whole child according to the teachings of Jesus. Accordingly, the program stresses sharing the message of Jesus, fostering community, and motivating service to others without discrimination.

Our curriculum includes the study of religion, mathematics, reading, spelling, language arts, science, social studies, computers, and Spanish (5-8). Specialists instruct the students in music and physical education. Currently the faculty consist of 24 full time teachers and 5 part-time teachers.

School classrooms open at 8:00 am with classes beginning at 8:05 am. Dismissal is at 2:45 pm. The YMCA operates our Extended Care program. A qualified staff is available to students from 6:45-8:00 am and from 2:45-6:00 pm.

The goal of our physical education program is to provide an enjoyable and health-promoting experience for every child. P.E. classes for each grade meet twice a week and include physical fitness activities, movement concepts of space awareness and skill themes taught in the context of games.

The goal of the after school sports program, available to boys and girls in grades 3-8, is to foster friendships, provide leadership opportunities, and to help students develop a positive attitude toward sports and athletic competition. There is a fee charged for participation. Sports include football, soccer, basketball, volleyball, cross country, and track.

Currently the school has two on-campus counselors available for students and families. They are both licensed family therapists and have been working with children for several years.

Students wear uniforms provided through Dennis Uniform Company. Certain dress-up days are held during the year.

A tuition and fee schedule for the 2016-2017 school year is included in this packet. New rates will be available in February. Each school year parents sign a financial responsibility form. This is an agreement that indicates who will pay the tuition to the school and in what amounts. The cost of education per child is significantly more than our tuition fees. Each family is required to give a minimum of 20 hours of service to the school community during the year. Families are also required to support the Parent Support Association Fundraisers at a minimum of \$260.00 per family. This is referred to as the P.S.A. Commitment.

The Parent Support Association includes all school parents. The organization gives parents the opportunity to become acquainted with other parents, with teachers and board members, and to be informed of school business. We believe that parents are the primary educators of children, and that the P.S.A. is one of the ways we can collaborate effectively in the religious and educational process. The P.S.A. sponsors four major fund raising events each year.

SCHOOL OF THE MADELEINE

Tuition and Fees 2016-2017

STUDENT FEES

Student fees are due for each child annually. Student fees for the 2017-2018 school year are **\$260.00**. Payment for returning Madeleine students is due **May 1st**.

Student fees for new students entering Madeleine (K-8) are due at the time they are accepted. Madeleine preschool students entering the Kindergarten program are considered new students; therefore, student fees are due at the time of acceptance. Student fees are non-refundable.

Student Fees include the following: Textbook Rental, Workbooks, Materials, Student Insurance (required), lunch supervision, and Testing (IA, CogAT, ACRE).

TUITION

Tuition is paid in ten monthly payments from July to April. All families are required to sign a Tuition Contract and Payment Plan that commits them to monthly payments. Tuition is due on the first of the month and a late charge is assessed after the tenth.

(A.) Supporting Parishioners	Per Year	@ 10 Month
With 1 child in school	\$ 4,290.00	\$ 429.00
With 2 children in school	\$ 7,950.00	\$ 795.00
With 3 children in school	\$11,391.00	\$ 1,139.00
With 4 children in school	\$12,410.00	\$ 1,241.00

Supporting Parishioner Rate:

Participating and contributing parishioners are Catholic families who for at least one year prior to enrollment (July to June 30th), are registered at St. Mary Magdalene and regularly attend weekly Mass. They participate in the Sacramental life of the parish, as well as support the parish through weekly offerings and volunteer service to the parish and school.

(B.) Catholic Non-Parishioners	Per Year	@ 10 Month
With 1 child in school	\$ 5,330.00	\$533.00
With 2 children in school	\$ 9,820.00	\$982.00
With 3 children in school	\$14,120.00	\$1,412.00
With 4 children in school	\$15,340.00	\$1,534.00

(C.) All Other Families	Per Year	@ 10 Month
With 1 child in school	\$ 6,160.00	\$ 616.00
With 2 children in school	\$11,330.00	\$1,133.00
With 3 children in school	\$14,402.00	\$1,440.00

Student Fees and Tuition Rates do not include extended care costs.

School of the Madeleine

1875 Illion Street
San Diego, CA 92110
(619) 276-6545

Student Application

2017 - 2018

School Year

School Office Use Only	
Date Fee Paid	
Check #	
Received By	
Sibling Grade	

Student Information

Last Name _____ First _____ Middle _____ Application For Grade _____ Application Date _____
 Male _____
 Female _____ Birth Date _____ Birth City _____ Religion _____ Parish Name & Envelope # _____

Home Address _____ City _____ Zip _____ Home Phone _____ Cell Phone Only _____

School Currently Enrolled _____ Address _____ City/State _____ Zip _____

Has your child ever been enrolled in any special learning programs or have special needs related to learning? Please describe.

Does your child have any significant health problems?

How did you hear about School of the Madeleine?

Sacraments

Baptism

Penance

First Communion

Date Received _____
 Church _____
 City/State _____

Family Information

Marital Status

- Traditional
- Separated
- Divorced

- Father Remarried
- Mother Remarried
- Father or Mother is Deceased

If Separated or Divorced

- Child Resides with Mother
- Child Resides with Father
- Shared Custody

Father's Religion _____

Mother's Religion _____

Father's Last Name _____

Mother's Last Name & Maiden Name _____

First _____ MI _____

First _____ MI _____

Address _____

Address _____

City/Zip _____ Address is same as above

City/Zip _____ Address is same as above

Occupation & Place of Business _____

Occupation & Place of Business _____

Work Phone _____ Cell Phone _____

Work Phone _____ Cell Phone _____

E-mail Address _____ US Citizen? Yes No

E-mail Address _____ US Citizen? Yes No

Parent /Guardian Signature _____

Date _____

RECOMMENDATION FORM (Grades 4-7)

Student's Name _____
FirstMiddleLast

Applying for grade _____ in September 2017.

Recommendation by: _____ Administrator Teacher

School of the Madeleine is a Catholic coeducational elementary school in San Diego serving grades preschool to grade 8. The student whose name appears above is applying for admission to School of the Madeleine. Your candid appraisal of his/her academic performance, intellectual promise, and special gifts will help our Admission committee in making a decision about admitting this student.

STUDENT RATING

Work and study habits:	Excellent	Good	Average	Below Average
Effort:	Excellent	Good	Average	Below Average
Intellectual ability:	Excellent	Good	Average	Below Average
Achievement related to ability:	Excellent	Good	Average	Below Average
Conduct and attitude:	Excellent	Good	Average	Below Average
Maturity in terms of grade:	Excellent	Good	Average	Below Average
Social adjustment:	Excellent	Good	Average	Below Average
Punctuality:	Excellent	Good	Average	Below Average
Self Confidence:	Excellent	Good	Average	Below Average
Parent's cooperation with school:	Excellent	Good	Average	Below Average

FURTHER COMMENTS

Special talents/aptitudes: _____
(For additional comments, use the back of this sheet)

Has the student been suspended from school or been subject to serious disciplinary actions?

Yes No

If yes, please explain: _____

How long have you known this student? _____

In what grade(s) and subject(s) have you taught him, her? _____

School Name: _____ School Telephone: _____

RECOMMENDATION FORM (Grades 4-7)

Student's Name _____
First
Middle
Last

Applying for grade _____ in September 2017.

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