



Applicants applying for the 2012-2013 School Year

Prospective Parent Open House Events

Preschool

Wednesday, September 21, 2011	3:00-4:00 p.m.
Wednesday, October 26, 2011	3:00-4:00 p.m.
Wednesday, November 16, 2011	3:00-4:00 p.m.
Wednesday, December 7, 2011	3:00-4:00 p.m.

Elementary School (Kindergarten – Grade Six)

Wednesday, October 19, 2011	9:45-11:45 a.m.
Thursday, November 9, 2011	9:45-11:45 a.m.
Wednesday, January 18, 2012	9:45-11:45 a.m.

Tours

Preschool tours are held by appointment only. Please call Katarina Matolek, Director of Preschool, at 213-738-7871 to schedule a tour.

Elementary School tours are held weekly beginning in October 2011 and are by appointment only. Attendance is limited. Please call Porcha Dodson, Admissions Coordinator, at 213-382-2315 x255 to schedule a tour.

Assessments

Preschool assessments are scheduled with Ms. Matolek.

Kindergarten assessments are held by appointment in January and February 2012.

Here are the dates for the assessments at other grade levels:

First Grade	Wednesday, February 1	9:40-10:40 a.m.
Second Grade	Wednesday, February 8	10:30-11:30 a.m.
Third Grade	Tuesday, February 7	8:00-10:00 a.m.
Fourth Grade	Thursday, February 9	8:00-10:00 a.m.
Fifth Grade	Thursday, February 16	8:00-10:00 a.m.
Sixth Grade	Thursday, February 23	8:00-10:00 a.m.

Parent Interviews

January - March 9

Parent Interviews by Appointment

Deadlines

Friday, January 13	Deadline for all applications for 2012-2013
Tuesday, February 14	Tuition Assistance Forms and supporting documentation due
Friday, March 23	Admission decision letters will be mailed
Monday, April 2	Reply date for admitted families



Please keep this checklist for your records. It will help you track your child's progress during the application process.

Preschool Application

- **First Step – Visit St. James':** Preschool tours are by appointment only. To make an appointment for a tour, please call Katarina Matolek at (213) 738-7871.
- **Second Step – The Application:** Please complete and return the application with a \$100 non-refundable application fee. This fee covers admission costs only and will not be applied to tuition upon acceptance of the student. The deadline for an application submission is a postmark date of **January 13, 2012**. The submission of the application does not guarantee admission. Please follow through with steps three, four, and five.
- **Third Step – Assessment & Parent Interview:** Preschool assessments and family interviews are scheduled for each applicant's parents by the Director of Preschool. The visits will take place at the Preschool from **January – March 2012**.
- **Fourth Step- Admission Decision:** Admission decision letters will be mailed **March 23, 2012**. The admission decision is based on the family interview and readiness of the applicant.
- **Fifth Step- Response:** Admitted families must give their responses to St. James' by **April 2, 2012**.

Kindergarten Application

- **First Step – Visit St. James':** Please check the Admission Calendar included in this packet for a listing of our open houses and school tours. To tour the school or attend an open house, please call Porcha Dodson at (213) 382-2315 x255.
- **Second Step – The Application:** Please complete and return the application with a \$100 non-refundable application fee. This fee covers admission costs only and will not be applied to tuition upon acceptance of the student. The deadline for an application submission is a postmark date of **January 13, 2012**. Your application is not complete without the following items:
 - Non-refundable application fee of \$100.00
 - Kindergarten Readiness Parent Evaluation Form [included in this packet]
 - Preschool Evaluation Form [included in this packet]
- **Third Step – Assessment:** Kindergarten applicants will visit St. James' for a Kindergarten Readiness Assessment, which is one aspect of our overall admissions process. During this assessment students will be evaluated to determine if they are developmentally ready and have the skills to succeed comfortably in our full-day kindergarten program.
- **Fourth Step – Parent Interview:** After the Kindergarten Readiness Assessment has taken place, a

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Parent Interview is scheduled for each applicant's parents. This conversation takes place at St. James' with a member of the Admissions Committee and lasts 30 minutes. Interviews take place from January to March 2012.

- **Sixth Step- Admission Decision:** Admission decision letters will be mailed **March 23, 2012**. The admission decision is based on a personal interview with the parents of the applicant, academic assessment, teacher recommendations, classroom visit and, when applicable, past achievement.
- **Seventh Step- Response:** Admitted families must give their responses to St. James' by **April 2, 2012**.

First Through Sixth Grade Application

- **First Step – Visit St. James':** Please check the Admission Calendar included in this packet for a listing of our open houses and school tours. To tour the school or attend an open house, please call Porcha Dodson at (213) 382-2315 x255.
- **Second Step – The Application:** Please complete and return the application with a \$100 non-refundable application fee. This fee covers admission costs only and will not be applied to tuition upon acceptance of the student. The deadline for an application submission is a postmark date of **January 13, 2012**. Your application is not complete without the following items:
 - Non-refundable application fee of \$100.00
 - Teacher Recommendation Form [included in this packet]
 - Authorization for Transfer of Student's Records and Standardized Test Results [included in this packet]
- **Third Step – Assessment:** Once you have submitted an application for admission, candidates for Grades One through Six will visit St. James' for a Student Assessment. During this assessment students will visit the classroom and complete a written assessment that evaluates academic achievement and aids in placement.
- **Fourth Step – Parent Interview:** After the Student Assessment has taken place, a Parent Interview will be scheduled. This conversation takes place at St. James' with a member of the Admissions Committee and lasts 30 minutes. Interviews are scheduled January – March 2012.
- **Fifth Step- Admission Decision:** Admission decision letters will be mailed on **March 23, 2012**. The admission decision is based on a personal interview with the parents of the applicant, academic assessment, teacher recommendations, classroom visit and, when applicable, past achievement.
- **Sixth Step- Response:** Admitted families must give their responses to St. James' by **April 2, 2012**.

St. James' Episcopal School, a non-profit organization, welcome all people without regard to their race, ethnic origin, gender, sexual orientation, or economic or social circumstances.

Parent's/Guardian's Name (1) _____
Mr. / Mrs. / Ms. / Miss (circle one)

Address _____

City _____ State _____ Zip _____

Tel. (Home) _____ Tel. (Business) _____

Tel. (Cell) _____

E-mail Address _____

Occupation-Title/Employer _____

Parent's/Guardian's Name (2) _____
Mr. / Mrs. / Ms. / Miss (circle one)

Address _____

City _____ State _____ Zip _____

Tel. (Home) _____ Tel. (Business) _____

Tel. (Cell) _____

E-mail Address _____

Occupation-Title/Employer _____

Candidate lives with: Both Parents Mother Father Other

If other, please specify relationship _____

Check if applicable:

- Mother deceased Father deceased Parents separated
 Parents divorced Mother remarried Father remarried
 Other (please describe) _____

St. James' prides itself on being one of the most ethnically diverse schools in Los Angeles. If you wish to identify a particular racial and/or cultural background, it would be appreciated.

- African American Asian Caucasian
 Latino/Hispanic Middle Eastern Pacific Islander
 Other (please describe) _____

Is English the child's first language? Yes No

If no, what is the child's first language? _____

Are parents of applicant members of St. James' Church? Yes No

Sibling Information

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Is any member of the student's family a former student? Yes No

If yes, please note name _____ Year of graduation _____

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What attracts you to St. James' Episcopal School?

How would you describe your child?

(Preschool applicants)

Please tell us about your child's favorite activities.

(Kindergarten – Grade 6 applicants)

Please tell us what you consider your child's strengths and needs.

How did you hear about St. James' Episcopal School?

Friend, Current Parent, or Parent of Alumni (circle one) Name _____

Online Print Ad _____ Banner

Website _____

Kindergarten Fair

Blog _____

Social Media _____

Other _____

To request info regarding financial aid, please check here.

Signature _____ Date _____

All applicants, including siblings of current students and alumni, and children of parishioners and employees, are given careful consideration to ensure they meet our readiness standards.

All Preschool students must be two years and six months by September 1, 2012. Kindergarten students must be age five by September 1, 2012. Please inquire about age cut-off for Grades One through Six.



Tuition and Related Fees	Date Due	Amount
New Student Fee	July 1, 2011	\$ 1,500.00
Annual Payment Plan		\$12,850.00
• Enrollment Deposit	Feb. 4, 2011	\$ 1,400.00
• Balance of tuition	July 1, 2011	\$11,450.00
• Optional: <i>The Tuition Refund Plan</i> for Annual Payment Plan		\$ 150.00
• Annual Payment Plan with Optional <i>The Tuition Refund Plan</i>	July 1, 2011	\$13,000.00
Monthly Payment Plan		\$13,550.00
• Enrollment Deposit	Feb. 4, 2011	\$ 1,400.00
• Mandatory: <i>The Tuition Refund Plan</i> for Monthly Payment Plan	July 5, 2011	\$ 250.00
• Balance of tuition		\$11,450.00
• \$45 per month bookkeeping fee		\$ 450.00
• Monthly Payment Plan (10 monthly installments in the amount of \$1,190)	July 5, 2011 - April 5, 2012	
Other Fees		
Return Check Fee	\$30.00	
Late Payment Fees	\$30.00 per month per child	
Late fee for Re-Enrollment Agreement returned after Feb. 4, 2011	\$50.00	

Miscellaneous Fees

There may be other miscellaneous fees that are not covered by tuition.

Payment Plan Options

Families have the option of paying the balance of tuition in one annual payment due July 1, 2011 or in ten monthly installments beginning July 1, 2011 through April 1, 2012. A \$45 per month bookkeeping fee is added to the Monthly Payment Plan.

FACTS Tuition Management collects tuition and fees on behalf of St. James' School for all families

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paying on the monthly payment plan. The FACTS plan is based on automatic payments, as authorized by parents, from their bank accounts or charged to their American Express, Discover, or MasterCard account.

All payments are due and payable the 5th day of every month. Accounts will be subject to late fees if payment is not received in the Business Office by the 20th of the month.

The Tuition Refund Plan (Dewar Insurance)

The plan is designated to provide full protection to the school without imposing any undue hardship on any member of the St. James' School Community. The plan is required of all parents who select the Monthly Payment Plan. Parents who select the Annual Payment Plan have the option of electing The Tuition Refund Plan. Should they decline the plan, they waive the right to a refund in the event a student must leave the school before the end of the school year.

The Tuition Refund Plan applies to tuition only; it does not apply to any fees. The plan costs \$150 for families paying on the Annual Payment Plan or \$250 for families paying on the Monthly Payment Plan. The fee is mandatory for all families paying tuition on the Monthly Payment Plan. Please see enclosed brochure, The Tuition Refund Plan (Dewar)—St. James' Episcopal School 2011-2012, for additional information.



Sujata Alagh

B.A. Child Development,
M.A. Education,
Cal State University, Los Angeles
Associate Teacher

Erika Alvarado

B.A. in Child Development,
Mount St. Mary's College, Los Angeles
Preschool Teacher

Angelina Arrington

B.A. English,
University of Southern California
M.A. Education,
Pepperdine University
Assistant Head of School

Kelly Basham

B.A. Elementary Education,
University of Wisconsin Madison
Licensed Vocational Nurse,
Casa Loma College
School Nurse

Tamera Brown

B.S. Physical Education,
Arizona State University
Physical Education

Maria C. Casas

B.A. Early Childhood Development and
Family Education, Xaverian University,
Bogotá, Colombia
M. Ed. Curriculum and Instruction,
Trinity University, Washington DC
World Languages Department Coordinator

James Casey

B.M. Organ and Church Music,
Drake University
M.M. Organ, Institute of Sacred Music,
Yale University
Music

Jana Castañares

B.A. Economics,
University of Washington
Fourth Grade

Jennifer Cefaly

B.A. Art History,
James Madison University
M.A. Language Arts & Literacy
Education,
Loyola Marymount University
Technology

Nico Chua

B.A. Psychology, Minor Applied
Developmental Psychology,
University of California, Los Angeles
Preschool Teacher

Michelle Craig

Pasadena City College
Preschool Teacher

Jennifer Cregan

B.A. Communication and English,
James Madison University
M.A. Critical Studies,
University of Southern California
Third Grade

Deborah David

B.A. English, Niagara University
MAT in English, Niagara University
Administrative Credential, Southern
Connecticut State University
Head of School

Nick DiPasquale

B.A. Political Science,
University of Southern California
Physical Education

Rick Danenberg

B.F.A. Painting,
Syracuse University
M.F.A. Film Production,
University of Southern California
Art

Jonathan Dar

B.A. History
M.A. History
University of California, Los Angeles
Second Grade

Porcha Dodson

B.S. Arts Management
Shenandoah University, Virginia
Admissions and Marketing Coordinator

Brian Duggan

B.A. History, Georgetown University
Fourth Grade

Ruby Dummett

B.A. Spanish and Secondary Education,
Howard University
Sixth Grade

Raquel Garcia

B.A. Human Development -
Specialization in Early Childhood
Development,
Pacific Oaks, Pasadena
Preschool Teacher

Dessie Jeffries

B.A. Communications,
University of Southern California
M.S. Education,
Pepperdine University
Fifth Grade

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Paru Kammula

B.A. English,
Madras University
M.A. Psychology of Human Development,
College for Developmental Studies
First Grade

The Rev. Aidan Koh

B.A. Theology,
Hankook Theological College
M. Div. Hanshin Theological Seminary
Chaplain

Robert Krueger

B.S. Elementary Education,
Abilene Christian University
Fifth Grade

Alice Kuramoto

B.A. Home Economics,
Cal State University, Los Angeles
Third Grade

Mei-Ling Leonard

B.A. Theatre with Education minor,
Swarthmore College
M.F.A. Theatre Management,
Wayne State University
First Grade

Najah Lowe

B.A. English,
Cal State University, Dominguez Hills
M.B.A. Human Resources,
University of Phoenix
Director of Finance and Operations

Kelly McNamara

B.A. Liberal Studies,
University of California, Santa Barbara
M.A. Elementary Education,
University of Alabama
Media Specialist

Katarina Matolek

B.A. Pedagogy, University of Ljubljana, Slovenia
Specialization in Early Childhood Education,
University of Zagreb, Croatia
M.A. in Clinical Psychology,
Antioch University Los Angeles
Director of Preschool

Lennox Munro

B.A. Education,
Callendar Park College, Stirlingshire, Scotland
M.A. Leadership in Education & Human Services:
College Teaching/Teaching Adults,
Pacific Oaks College, Pasadena
Sixth Grade

Sheloham Payne

B.A., Connecticut College
M.S. Education,
Springfield College, Massachusetts
Second Grade

Linda Tellez

A.A. Child Development,
East Los Angeles College
Preschool Teacher

Lauren Rodriguez

B.A. Philosophy,
University of California, Santa Barbara
Science Teacher

Adriane Rothstein

B.A. Reed College, Portland, Oregon
M.Ed., Lesley College, Cambridge, Mass.
M.A. Pepperdine University, Los Angeles
Lower Elementary Director

Theppong Sae-Low

University of California, San Diego
Bachelor of Arts in History, Minor in TEP
(Teacher Education Program)
California State University, Los Angeles
Single Subject Credential in Social Science
Fourth Grade Associate Teacher

Margaret Vodrey

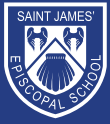
Virginia Intermont College
Kindergarten

Nancy Vermette

B.A. Sociology,
Cal State University, Los Angeles
Kindergarten

Lynese Williams

A.A. Child Development,
El Camino College
Preschool Teacher



Dear Applicant Families,

As independent schools, we are varied in our educational philosophies and programs but united in our commitment to ethical practices in our admission offices. The Heads of the undersigned Los Angeles schools have agreed to the following principles of good practice for K – 12 admissions:

In order to minimize timing dilemmas for applicant families, we have agreed to these common notification and reply dates for fall 2012 admission:

Grades 9-12: Notification letters will be sent on Friday, March 9, 2012
Email notifications can be sent on Saturday, March 10, 2012
Replies will be due on Tuesday, March 27, 2012

Grades K-8: Notification letters will be sent on Friday, March 23, 2012
Email notifications can be sent on Saturday, March 24, 2012
Replies will be due on Monday, April 2, 2012

- Once notification letters have been sent, schools will not initiate visits, whether for individuals or groups (e.g., through open houses).
- We are mindful of the disruption to students' education in their current schools that additional visits to prospective schools can cause, so we do not encourage such visits. However, schools that receive requests for newly admitted students and/or parents may grant those requests at their discretion.
- No applicant or applicant family will be contacted by any representative of the school –once admissions notification letters have been sent. Of course, admitted students and their parents are welcome to contact schools to have questions answered.

We share an interest in making the independent school application experience as informative and enjoyable as possible. And we are joined in our conviction that the independent school world can offer unique and rich educational opportunities for young people.

Sincerely,

Abraham Joshua Heschel
Day School
Adat Ari El Day School
The Archer School for Girls
Berkeley Hall School
Beth Hillel Day School
Brawerman Elementary
Brentwood School
The Buckley School
Carlthorp School

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Calvary Christian School
Campbell Hall
The Center for Early Education
Chadwick School
Chatsworth Hills Academy
Children's Community School
The Country School
Crossroads School
Curtis School
Echo Horizon School
Harvard Westlake School
Heschel West
Hollywood Schoolhouse
The John Thomas Dye School
Kadima Hebrew Academy
Laurence School
Los Encinos School
Marlborough School
Marymount High School
Milken Community High School
The Mirman School
New Roads School
The Oaks School
Oakwood School
Pacific Hills
The Pegasus School
Pilgrim School
Pressman Academy
PS #1 Elementary
Seven Arrows Elementary School
Sierra Canyon
Sinai Akiba Academy
Stephen S. Wise Elementary
St. James' Episcopal Day School
St. Matthew's Parish School
Temple Israel of Hollywood
Day School
Turning Point School
Valley Beth Shalom Day School
Viewpoint School
Village School
Vistamar School
The Wesley School
Westerly School of Long Beach
Westland School
Westmark School
Westside Neighborhood School
Wildwood School
The Willows Community School
Windward School