

ADMISSIONS CALENDAR 2010-2011

PROSPECTIVE PARENT OPEN HOUSE EVENTS

(Preschool)

Thursday, September 24 Prospective Parents 6:00-7:30 p.m.

(Kindergarten – Grade Six)

Wednesday, October 21 Prospective Parents 9:45-11:45 a.m.

Thursday, November 12 Prospective Parents 9:45-11:45 a.m.

Wednesday, January 6 Prospective Parents 9:45-11:45 a.m.

Kindergarten – Grade Six tours are held weekly beginning in October 2009 and are by appointment only. Attendance is limited. Please call Micah Hales, Admission Assistant, at 213-233-0133 x 306 to schedule a tour.

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

ASSESSMENTS

Preschool assessments are scheduled with Katarina Matolek.

Kindergarten assessments are held by appointment in January and February 2010.

Wednesday, February 10	First Grade	9:40-10:40 a.m.
Tuesday, February 2	Second and Third Grade	10:30-11:30 a.m.
Wednesday, February 10	Fourth Grade	10:30 am-12 noon
Thursday, February 11	Fifth Grade	10:30 am-12 noon
Friday, February 12	Sixth Grade	11 am–12:30 p.m.

PARENT INTERVIEWS

January - March 9 Parent Interviews by Appointment

DEADLINES

Friday, January 15 Deadline for all applications for 2010-2011

Wednesday, February 10 Tuition Assistance Forms and supporting documentation due

Admission decision letters will be mailed Friday, March 26, 2010.

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/Position _____

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/Position _____

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 candidate 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 _____

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 areas of difficulties.

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

Friend, Current Parent, or Parent of Alumni Name: _____

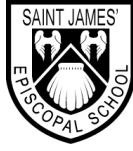
Advertisement Website

Other (please specify) _____

Signature _____ Date _____

We carefully consider all applicants including siblings of current students, St. James' preschool students, and parishioners; however, we cannot guarantee placement.

All Preschool students must be two years and six months by September 1, 2010. Kindergarten students must be age five by September 1, 2010. Please inquire about age cut-off for Grades One through Six.



APPLICATION PROCESS

Preschool Application

1. Please complete and return the application with a \$100 non-refundable application fee. This fee covers the 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 15, 2010.
2. Preschool tours are by appointment only. To make an appointment for a tour, please call Katarina Matolek at (213) 738-7871.
3. 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 2010.
4. Admission decision letters will be mailed on March 26, 2010. The admission decision is based on the family interview and readiness of the applicant. Admitted families must give their responses to St. James' by April 13, 2010.

Kindergarten Application

1. Please complete and return the application with a \$100 non-refundable application fee. This fee covers the 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 15, 2010.
2. Please check the schedule included in this packet for a listing of our open houses and school tours, which are by appointment only. To make an appointment call Micah Hales at (213) 233-0133 x306.
3. Once you have submitted an application, Kindergarten candidates will visit St. James' for a Kindergarten Readiness Assessment. 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.
4. After the Kindergarten Readiness Assessment has taken place, a 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 are scheduled January – March 2010.
5. Candidates applying for Kindergarten must forward the preschool evaluation form included in this packet to their current preschool. The preschool will complete this form and mail it directly to St. James'.
6. Admission decision letters will be mailed on March 26, 2010. The admission decision is based on a personal interview with the parents of the applicant, readiness assessment results, teacher recommendations, and, when applicable, past achievement. Admitted families must give their responses to St. James' by April 13, 2010.

First Through Sixth Grade Application

1. Please complete and return the application with a \$100 non-refundable application fee. This fee covers the 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 15, 2010.
2. Please check the schedule included in this packet for a listing of our open houses and school tours, which are by appointment only. To make an appointment call Micah Hales at (213) 233-0133 x306.
3. 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 be evaluated in a classroom setting and complete a written assessment test that evaluates academic achievement and aids in placement.
4. After the Student Assessment has taken place, a 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 are scheduled January – March 2010.
5. Candidates for Grades One through Six must forward both the request for student records form and the teacher recommendation form to their current school. Please request that these forms be filled out by your existing school and that they be forwarded to St. James' Episcopal School. Both the teacher recommendation form and the student's record request form are included in this packet.
6. Admission decision letters will be mailed on March 26, 2010. 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. Admitted families must give their response to the school by April 13, 2010.

St. James' Episcopal School, a non-profit organization, does not discriminate on the basis of race, color, or national or ethnic origin and welcomes able students from diverse cultural backgrounds.

**ST. JAMES' PRESCHOOL
2010-2011 Tuition Schedule**

Tuition and Related Fees:	Date Due	Amount
New Student Fee	July 1, 2010	\$ 1,470.00
Annual Payment Plan		\$12,330.00
• Enrollment Deposit	Feb. 4, 2010	\$ 1,200.00
• Balance of tuition	July 1, 2010	\$11,130.00
• Optional Tuition Guarantee Plan for Annual Payment Plan		\$ 150.00
• Annual Payment Plan with Optional Tuition Guarantee Plan	July 1, 2010	\$12,480.00
Monthly Payment Plan		\$13,010.00
• Enrollment Deposit	Feb. 4, 2010	\$ 1,200.00
• Mandatory Tuition Guarantee Plan for Monthly Payment Plan	July 5, 2009	\$ 250.00
• Balance of tuition		\$11,130.00
• \$43 per month bookkeeping fee		\$ 430.00
• Monthly Payment Plan (10 monthly installments in the amount of \$1,156.00)	July 5, 2010 – April 5, 2011	

Other Fees:

Return Check Fee	\$30.00
Late Payment Fees	\$30.00 per month per child
Late Fee for <u>Re-Enrollment</u> Agreement returned after Feb. 4, 2010	\$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, 2010 or in ten monthly installments beginning July 1, 2010 through April 1, 2011. A \$43 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 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 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 2010-2011*, for additional information.