



Applicants applying for the 2011-2012 School Year

## Prospective Parent Open House Events

### Preschool

Wednesday, September 29, 2010 3:00-4:00 p.m.

### Elementary School (Kindergarten – Grade Six)

Wednesday, October 20, 2010 9:45-11:45 a.m.

Thursday, November 11, 2010 9:45-11:45 a.m.

Wednesday, January 5, 2010 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 2010 and are by appointment only. Attendance is limited. Please call Theresa Masangkay, 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 2011.

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

First Grade	Wednesday, February 9	9:40-10:40 a.m.
Second Grade	Tuesday, February 1	10:30-11:30 a.m.
Third Grade	Tuesday, February 1	8:00-10:00 a.m.
Fourth Grade	Thursday, February 10	8:00-10:00 a.m.
Fifth Grade	Thursday, February 17	8:00-10:00 a.m.
Sixth Grade	Thursday, February 24	8:00-10:00 a.m.

## Parent Interviews

January - March 9 Parent Interviews by Appointment

## Deadlines

Friday, January 14	Deadline for all applications for 2011-2012
Thursday, February 10	Tuition Assistance Forms and supporting documentation due
Friday, March 25	Admission decision letters will be mailed



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 14, 2011. 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 2011.
- **Fourth Step- Admission Decision:** Admission decision letters will be mailed March 25, 2011. 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 12, 2011.
- **Fifth Step- Response:** Admitted families must give their responses to St. James' by April 12, 2011.

## 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, which are by appointment only. To make an appointment, call Theresa Masangkay 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 14, 2011. Your application is not complete without the following items:
  - Non-refundable application fee of \$100.00
  - Kindergarten Readiness Parent Evaluation Form
- **Third Step – Assessment:** Kindergarten applicants 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.
- **Fourth Step – Parent Interview:** 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'

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with a member of the Admissions Committee and lasts 30 minutes. Interviews take place from January to March 2011.

- **Fifth Step – Preschool Evaluation Form:** Candidates applying for Kindergarten must forward the preschool evaluation form included in this packet to their preschool. The preschool will complete this form and mail it directly to St. James’.
- **Sixth Step- Admission Decision:** Admission decision letters will be mailed March 25, 2011. 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 12, 2011.

## 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, which are by appointment only. To make an appointment, call Theresa Masangkay 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 14, 2011. Your application is not complete without the following item:
  - Non-refundable application fee of \$100.00
- **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 be evaluated in a classroom setting and complete a written assessment test that evaluates academic achievement and aids in placement.
- **Fourth Step – Parent Interview:** 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 2011.
- **Fifth Step – Student Records & Teacher Recommendation:** 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. Included in this packet:
  - Teacher Recommendation Form
  - Authorization for Transfer of Student’s Records and Standardized Test Results
- **Sixth Step- Admission Decision:** Admission decision letters will be mailed on March 25, 2011. 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 12, 2011.

*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/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 \_\_\_\_\_

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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 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 and parishioners; however, we cannot guarantee placement.*

*All Preschool students must be two years and six months by September 1, 2011. Kindergarten students must be age five by September 1, 2011. Please inquire about age cut-off for Grades One through Six.*



## 2010-2011 Tuition

\$16,300 *	Total Tuition
\$1,200	Enrollment Deposit (applied against tuition)
\$1,470	New Student Fee

### **Payment Plan I:**

Tuition paid in full by July 1.

\$150 tuition guarantee plan (optional)

### **Payment Plan II:**

Tuition and bookkeeping fee paid in ten monthly installments through FACTS Tuition Management, July through April.

\$250 tuition guarantee plan fee (required)

## Miscellaneous Fees

There are miscellaneous fees that are not covered by tuition including uniforms, lost books, late fees, late pick-ups, and returned check fees.

## After-School and Summer Program

St. James' offers a variety of after-school enrichment classes throughout the school year and summer program. Costs vary depending on the class.

## Tuition Assistance

As part of its mission as an Episcopal School, St. James' is committed to serving all qualified students in our community, regardless of ability to cover the full cost of tuition. Tuition Assistance packets for the 2011-2012 academic year will be available on the St. James' website at [www.sjsla.org](http://www.sjsla.org) in December 2010. The deadline for Tuition Assistance Forms is Thursday, February 10, 2011.

*\*Tuition subject to annual increase*



Tuition and Related Fees	Date Due	Amount
<b>New Student Fee</b>	July 1, 2010	<b>\$ 1,470.00</b>
<b>Annual Payment Plan</b>		<b>\$12,330.00</b>
• Enrollment Deposit	Feb. 4, 2010	\$ 1,200.00
• Balance of tuition	July 1, 2010	\$11,130.00
• <b>Optional:</b> <i>The Tuition Refund Plan</i> for Annual Payment Plan		\$ 150.00
• Annual Payment Plan with <b>Optional</b> <i>The Tuition Refund Plan</i>	July 1, 2010	\$12,480.00
<b>Monthly Payment Plan</b>		<b>\$13,010.00</b>
• Enrollment Deposit	Feb. 4, 2010	\$ 1,200.00
• <b>Mandatory:</b> <i>The Tuition Refund Plan</i> for Monthly Payment Plan	July 5, 2010	\$ 250.00
• Balance of tuition		\$11,300.00
• \$43 per month bookkeeping fee		\$ 430.00
• Monthly Payment Plan (10 monthly installments in the amount of \$1,156)	July 5, 2010 - April 5, 2011	
<b>Other Fees</b>		
Return Check Fee	\$30.00	
Late Payment Fees	\$30.00 per month per child	
Late fee for Re-Enrollment 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

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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 2010-2011, for additional information.



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*First Grade*

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**Margaret Vodrey**

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**Nancy Vermette**

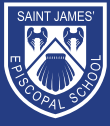
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**Andrew Wooden**

B.A. English, University of Maine  
MAR Yale Divinity School  
Honorary Doctorate of Humane Letters,  
Berkeley Divinity School at Yale  
*Interim Head of School*



September 7, 2010

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 admissions offices. The Heads of the undersigned Los Angeles schools have developed 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 mailed on March 11, 2011.  
(Email notifications will be sent on March 12.) Replies will be due on March 29, 2011.

Grades K-8: Notification letters will be mailed on March 25, 2011  
(Email notifications will be sent on March 26.) Replies will be due on April 12, 2011.

- 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 from 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  
Calvary Christian School

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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 School  
Seven Arrows Elementary School  
Sierra Canyon School  
Sinai Akiba Academy  
Stephen S. Wise Elementary School  
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  
The Wesley School  
Westerly School of Long Beach  
Westland School  
Westside Neighborhood School  
Westside Waldorf School  
Wildwood School  
The Willows Community School  
Windward School