



# Admission Process 2010-2011

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

**Daily Tours:** We enjoy showing off our beautiful school and stellar programs by offering tours on a daily basis. Please call us to schedule a tour: Laurie Galdes, Development Director, (408) 378-6196

**Open House:** We encourage all interested families to attend our Open House on Sunday January 24, 2010 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.

**Classroom Observation:** Observation of all grades is available on January 25 and 27. (Brief classroom walk-throughs are always included in our tours.) Our school hours are from 8:13 until 3:00. Please call the Development office at 378-6196 to schedule an extended classroom observation.

## ***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 12/01/10.*

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 \$43.00 for each applicant

Mail or deliver the application, paperwork and the non-refundable application fee of \$43.00 per applicant to the school office:  
St. Lucy School  
76 Kennedy Avenue  
Campbell, CA 95008  
Office hours: Monday-Friday 7:30 am to 4:00 pm

**THE APPLICATION PACKET IS DUE BY 3:00 ON  
THURSDAY, JANUARY 28, 2009.**

*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 testing:

Kindergarten: Saturday January 30, 2010 9:00 a.m. to 12:30 p.m.  
*Parents will be contacted for 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 on March 1 or on a rolling basis (1st through 8th). Deposits are due on or before Thursday, March 10. 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 2-8)

Contact information from your child's most recent school.

A non-refundable application fee of \$43.00 for each applicant

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

If accepted, a \$400.00 student fee to secure your child's place for the 2009-2010 school year is required by March 10. 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.