



# ST. BRUNO CATHOLIC SCHOOL APPLICATION PACKET SCHOOL YEAR 2010-2011



WCEA *Western Catholic  
Educational Association*

Website: [www.saintbrunoschool.com](http://www.saintbrunoschool.com)

E-mail address: [schooloffice@saintbrunoschool.com](mailto:schooloffice@saintbrunoschool.com)

Thank you for your interest in St. Bruno Catholic School.  
This application packet is intended for parents interested in enrolling their child/children for the 2010-2011 school year.

St. Bruno is a Kindergarten through Eighth Grade School committed to working in partnership with families for the total development of our children so that they may grow in wisdom, age, and grace, in the sight of God and the community.

We accept applications throughout the month of February, with a closing date of February 28<sup>th</sup>. We do continue accepting applications after the closing date but first consideration will be given to the applicants who applied prior to February 28<sup>th</sup>.

This packet contains an application form and some general information about St. Bruno, including tuition rates as they stand for the current school year. Please note that in addition to tuition, parent participation in various fundraisers is mandatory. Please complete both sides of the application form, making certain that you answer all items. If you are applying for admission for more than one child, a separate application for each must be submitted.

*Please return the application in person so that the office staff can verify the original documents requested and photocopies can be made for our files. We will then return the originals to you. In order to process your application all documentation must be submitted. The non-refundable processing fee of \$25 may be paid either by cash or check; please ask for a receipt.*

All prospective Kindergarten students must be 5 (five) years old on or before September 1<sup>st</sup>, 2010 in order for us to accept their application. Kindergarten applications must include a student evaluation form completed by their daycare/pre-school instructor. An assessment test designed to evaluate school readiness will be conducted on Thursday, March 4<sup>th</sup>. You will receive a note card or phone call advising you of the

testing time. Testing usually takes no more than 20 minutes and parents do not need to be present. This time is for your child only, so if an aunt, uncle, grandmother/grandfather, etc. need to be called upon to escort your child to the school for the evaluation, please feel free to call upon them. It is important that you make arrangements to bring your child promptly at their appointed time as each teacher testing has 15 to 20 children scheduled to test. Depending on the number of applicants, testing could also occur on Friday, March 5<sup>th</sup>.

Students applying for Grades 1 through 8 will be tested as openings in their requested grade become available. You will be notified of a date and time by phone or mail. When an opening becomes available and your child has completed testing we will contact you regarding a possible interview and opportunity to accept an offer of enrollment. Openings will be determined upon completion of our annual re-registration in April. As always, we hope to be able to accommodate all the students who apply and thank you for being a part of this process. We hope that you are among those accepted.

### **Mission Statement**

*At St. Bruno Catholic School we are committed to working in partnership with families for the total development of our children so that they may grow in wisdom, age, and grace, in the sight of God and the community.*

### **Philosophy**

*We, the community of St. Bruno Catholic School, believe that we share in the gospel mission to proclaim the goodness of God and in partnership with families, to assist in the total development of the children we teach so that they may grow in wisdom, age, and grace, in the sight of God and the community.*

### ***In partnership with families...***

The faculty community respects the rights of parents as primary educators and strives toward becoming true partners in the education and development of the whole child. In alliance with families we commit ourselves to continued renewal through study and learning in all areas of our lives. Working and praying with families, we form a larger community of faith, the St. Bruno Catholic School Family, and as members of this faith community, it is our responsibility to create a Christian atmosphere of faith which will foster a spirit of love, support, and openness.

### ***To assist in the total development of the children we teach...***

It is our firm belief that we provide an educational environment which strengthens the spiritual, intellectual, social, physical, and psychological abilities of each child. Therefore, we, the faculty community, in partnership with families, strive towards awakening these abilities in our children. It is our goal to produce well-rounded, educated, responsible members of the Christian community through the provision of an outstanding integral education, allowing our faith to permeate every aspect of the school environment including not only academics and religious instruction, but extending to the very atmosphere in the offices and classrooms, on the playground and at school events.

### ***So that they may grow in wisdom, age, and grace...***

The philosophy of St. Bruno Catholic School is directed towards the holistic growth and maturation of the child assisting them to grow in wisdom through the pursuit of academic excellence; helping them mature in age making decisions based on Gospel values and cultivating positive attitudes towards self and others; and fostering a growth in grace through sound Christian formation.

### ***In the sight of God and the community.***

We teach our students what it means to live lives of service for others, and we model our own commitment to social justice through our active involvement in service to our Parish, our community, and our world. We are committed to providing our students with the best possible academic instruction and religious values, preparing them to become confident, competent, and caring Christian citizens in the world of work, and preparing them for full membership in the Church, and active citizenship in their community and nation. We challenge St. Bruno students to go out and make a difference in the world, to take the gifts that they have received and share them with others and, following the example of Jesus Christ, build the Kingdom of God.

## **Schoolwide Learning Expectations**

At St. Bruno Catholic School we will work in partnership with families to help students...

### **Grow in wisdom through the pursuit of academic excellence becoming people who...**

- Demonstrate knowledge of Catholic doctrine, history, traditions, and moral teachings
- Comprehend and express ideas, facts, and opinions effectively and confidently through reading, writing, listening and speaking.
- Use reference and technology tools to locate, analyze, evaluate, create and communicate information.
- Think logically and analytically, applying math and problem solving skills to real world situations.
- Explore the world and its people by asking questions, probing the historical context, and utilizing scientific processes to gain a better understanding and appreciation of all creation.
- Master academic content standards to their full potential, in preparation for higher education.
- Demonstrate the virtues, study habits, organizational skills, and time management tools necessary to succeed as independent learners throughout their lives.

### **Grow in age, making decisions based on gospel values becoming people who...**

- Exhibit respect for self and others, valuing the dignity and diversity of all people as created in the image of God.
- Accept responsibility, being accountable for their own thoughts, words, and actions.
- Set strategies and achieve long and short term goals.
- Recognize social issues and are able to work with others of multiple ages and abilities, effectively resolving conflicts that arise.
- Are able to balance autonomy and interdependence, learning to work both independently and as part of a team.
- Understand spiritual, physical, and emotional issues related to choices affecting health, safety, and life.
- Employ resourcefulness, critical thinking, and moral principles in making choices.

### **Grow in grace through Christian formation becoming people who...**

- Know, love, and serve God through the full and conscious participation in the Catholic faith.

- Live and work with dignity, respect, and integrity through an understanding of God's laws and the gospel values taught and modeled by Jesus Christ.
- Are internally strong and externally effective in reflecting and sharing the light and love of God.
- Demonstrate a commitment to peace and justice, serving others by sharing their gifts of time, talent, and treasure.

**Grow in wholeness and holiness, becoming people who...**

- Create and appreciate intelligent, artistic, and practical products.
- Appreciate all beauty, design, and life created by God.
- Demonstrate individuality by appropriately and respectfully expressing thoughts and feelings.

**Non-Discrimination Policy**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

**General Admission Policy**

All incoming students, upon satisfactory completion of the admissions procedure will be admitted as follows:

- ✓ If room is available, students who currently have siblings in the school AND who otherwise qualify will have preference.
- ✓ If room is available, students who otherwise qualify and whose families are registered and active parishioners in St. Bruno Parish will be accorded the next level of preference.
- ✓ If room is available, transferring students who qualify and whose families register in the parish and become active will be accorded the next level of preference.
- ✓ If room is available, qualifying students from neighboring Catholic parishes without a parish school will be accorded the next level of preference.
- ✓ If room is available, other qualifying students, who by their behavior and attitude demonstrate an acceptance of St. Bruno Catholic School philosophy, will be accorded the next level of preference.

**Admission to Kindergarten**

Admission to Kindergarten will be determined by two factors in addition to those outlined under General Admission Policy. The student applicant must be five (5) years of age on or before September 1<sup>st</sup> of the academic year for which he/she is seeking admission, and she/he must demonstrate age-appropriate developmental maturity and school readiness at the time of testing.

## Registration

The registration fee for **new students** is \$300. Parents/guardians of **all new students** must attend a **mandatory meeting** with Fr. Michael and our principal, Mrs. Vice on May 25<sup>th</sup> at 6:30pm. It is important that both parents/guardians attend this meeting.

## Tardiness

Students are considered tardy if they are not present in class, ready for morning exercises at 7:50 a.m., when the bell rings. It is the parent's responsibility to see that a student arrives on time for school. Those students who consistently arrive late interrupt the classroom and disturb the learning process for all students. Persistent tardiness may, at the discretion of the principal, result in denial of re-registration for the next school year. Tardy students must report to the office for a tardy slip in order to be admitted to class after 7:50 a.m. Students are permitted 3 tardies before a penalty is issued. At the recording of the 4<sup>th</sup> tardy a "tardy detention" is scheduled for the student. Students earning more than 3 tardy detentions in a quarter will be subject to further disciplinary action, including suspension. Detention is held two times per month, on Wednesday mornings from 7:00-7:45am. Failure to report for a scheduled tardy detention will result in an additional detention.

## Tuition

*Please note that to receive "in-parish" tuition you must be an "active, contributing and participating member of St. Bruno Church and have your correct parish envelope number on file with the school. The School Roster is sent to Fr. Michael in September for status and verification.*

### 2010-2011 Tuition payment schedule

| <b><i>In-Parish</i></b> | <b><i>Annual Tuition</i></b> | <b><i>Pmt</i></b> | <b><i>Due Monthly/<br/>July 1<sup>st</sup> thru May 1<sup>st</sup></i></b> |
|-------------------------|------------------------------|-------------------|--|
| <i>1 child</i>          | \$3,663 per yr               | \$333             | per month x <b>11</b> months   |
| <i>2 children</i>       | \$6,831 per yr               | \$621             | per month x <b>11</b> months   |
| <i>3 children</i>       | \$9,031 per yr               | \$821             | per month x <b>11</b> months   |
| <i>4 children</i>       | \$9,691 per yr               | \$881             | per month x <b>11</b> months   |
| <i>5 children</i>       | \$10,362 per yr              | \$942             | per month x <b>11</b> months   |

| <b><i>Out-of Parish</i></b> | <b><i>Annual Tuition</i></b> | <b><i>Pmt</i></b> | <b><i>Due Monthly/<br/>July 1<sup>st</sup> thru May 1<sup>st</sup></i></b> |
|-----------------------------|------------------------------|-------------------|--|
| <i>1 child</i>              | \$ 4,125. per yr             | \$ 375            | per month x <b>11</b> months   |
| <i>2 children</i>           | \$ 8,250. per yr             | \$ 750            | per month x <b>11</b> months   |
| <i>3 children</i>           | \$12,375 per yr              | \$1,125           | per month x <b>11</b> months   |
| <i>4 children</i>           | \$16,500 per yr              | \$1,500           | per month x <b>11</b> months   |
| <i>5 children</i>           | \$20,625 per yr              | \$1,875           | per month x <b>11</b> months   |

**Fees** *(All fees paid by check must be made payable to St. Bruno School)*

- Athletic/Extra Curricular Activity Fee - \$50 per sport/activity.  
- Payment must be given to Athletic Director prior to the dispensing of uniforms.
- Social Fee \$15 per student covers all class parties. (Halloween and Valentine's parties will consist of a cupcake and drink at recess. Christmas and end of year parties will include a lunch meal.)  
- Payment must be given to the Room Captain no later than September 30<sup>th</sup>.
- Field Trip Fees.  
- Payment must be given to the classroom teacher prior to the scheduled field trip date.

Other fees may include magazine subscriptions, class novels, and/or special art supplies. The classroom teacher will send notification home and direct you as to the amount needed and date it needs to be paid.

The annual tuition figure is divided into (11) eleven payments, payable monthly from July to May to FACTS Management Company.

Each payment is due on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. Delinquent payments will result in a \$25 late fee to the school. Payments which are returned will be assessed a \$25 fee to FACTS Management Company. There is a minimal annual enrollment fee to utilize FACTS Management Company's services. If you do not wish to pay tuition through FACTS, you may pay the annual tuition in full to St. Bruno Catholic School prior to July 1<sup>st</sup>.

A \$100 late fee will be added to the annual tuition amount if paid in full after July 1<sup>st</sup>.

Please note that all amounts owed for DayCare are billed by the school on a monthly basis. DayCare fees are due immediately upon billing. DayCare charges can be paid in advance but must be paid in full by the 10<sup>th</sup> of each month. A late fee of \$25 will be charged on balances paid or outstanding after the 10<sup>th</sup> of each month.

### **Delinquent Tuition**

Tuition is considered delinquent when a family has not met their monthly financial obligation for two months or longer. In the case of extenuating circumstances, it is the responsibility of the parent to contact the school office and speak with the principal. The school is unable to extend long-term credit in all but a few limited situations. If a family falls 60 days in arrears, the students will not be permitted to attend school until the account is current.

### **Graduation Fees and Tuition**

Eighth grade families must be aware that **all** tuition and fees for the year must be paid in full well in advance in order for their children to participate in the eighth grade graduation activities. This includes balances due for Scrip, unserved Bingo hours, unserved PPP hours, unserved Fish Fry or Carnival hours, tuition, graduation fees, late charges, and daycare services.

### **Transferring Students**

Students must possess average grades or above in academic subjects and conduct. Birth and baptismal certificates, current report card, and standardized test results must be presented at the time of registration. Parents are asked to agree to actively support the spiritual, academic, and disciplinary standards of St. Bruno Catholic School. Parents must also agree to meet their financial and service hour obligations as part of the admission contract. Final approval of the principal is necessary before admission. All new students will be placed on academic and conduct probation for the period of at least one semester, during which time school staff and parents will assist the student in working towards a successful adjustment to St. Bruno's school life and standards.

### **Extended Day Care (EDC)**

If parents need to drop off students before 7:30 a.m., or cannot make arrangements to have their child/children picked up by 3:10 p.m. **they must be checked into the daycare program.** Daycare hours are from 6:30-7:30a.m. and from dismissal until 6:00pm on days when school is in session. If there is any chance that your child/ren may use EDC sometime during the school year, a contract and paid registration fee (\$15) must be submitted at the beginning of the school year so that it may be on file in that eventuality. All students who are not regular daycare students and are still on campus at 3:15 must either be with their

sport coach, if they are having practice that day, or they must sign in with the daycare staff. These are students who are normally picked up at 3:00, but their driver is late. The parent will be charged for this daycare service beginning at 3:10, if they have not yet arrived for pickup. This is intended for the occasional late pickup. If due to personal scheduling, a driver can never collect their children before 3:10, then those children should become part of the regular daycare population. These parents, like the parents of regular daycare students, are charged beginning at dismissal time.

*On early dismissal days prior to the beginning of a holiday, such as Thanksgiving, Christmas and Easter, daycare will not be available.  
DayCare is not available the last day of school in June.*

### **Daily Bell Schedule - Monday through Thursday**

|                       |                        |                    |           |   |
|-----------------------|------------------------|--------------------|-----------|---|
| School Starts:        | 1 <sup>st</sup> Bell @ | 7:50 a.m.          |           |   |
| Recess                | K – 5th                | 10:20 – 10:35 a.m. | 6th – 8th | 10:05 – 10:20 a.m.                      |
| Lunch Prayer Assembly | K – 8th                | 12:20              |           |   |
| Lunch                 | K – 5th                | 12:40 – 1:00 p.m.  | 6th – 8th | 12:20 – 12:40 p.m.                      |
| Lunch Recess          | K – 5th                | 12:20 – 12:40 p.m. | 6th – 8th | 12:40 – 1:00 p.m.                       |
|                       |                        |                    |           | <b>No Lunch/Lunch Recess on Fridays</b> |
| Dismissal             | K-8th                  | 3:00 p.m.          | Friday –  | 1:00 p.m.                               |

### **After School Activities**

All after school activities and practices will take place at the discretion of the adult moderator or coach. Students not participating in these activities or registered in the After School Program must leave the yard by **3:10 P. M.** as **there is no supervision after that time.**

### **School Calendar**

A “tentative” calendar will be posted on the school website each month. Each family will receive a copy in their family envelope the week preceding the new month. Any changes and/or additions to the calendar will be clearly noted in the Weekly Bulletin.

### **ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

### **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).**

**Good-Touch/Bad-Touch®** is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

**VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training reached most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, and Coordinator of Children's Programs at (213) 637 7460.

### **Parent Participation**

Tuition and fees do not begin to cover the cost of educating the students of St. Bruno Catholic School. The deficit is made up by Parish subsidy and fundraising activities. Participation in the Scrip Program, Bingo, PPP, Carnival and Fish Fry is mandatory. Families are expected to actively support any additional fundraising activities sponsored by the School and/or Parish.

Each family is required to contribute a minimum of 20 hours of service for PPP, 5 hours of service to Carnival, 10 hours of service, 2 desserts per child and the purchase of 6 meal tickets to Fish Fry, and a minimum of 20 hours of service (4 nights) and 2 desserts to Bingo.

### **Purpose of Parent Participation Program (PPP)**

- to promote a community effort between home and school for the caring and support of one another.
- to assist the administration and faculty in the process of quality education.
- to provide the volunteers necessary to support any new or existing school programs or those deemed by the Principal as necessary.

### **Parent Participation Program - PPP Hours (Twenty Hours)**

- May be served in a variety of ways as described on the volunteer sheets. If you decide to earn your PPP hours by purchasing needed items for class projects, the class wish list, Daycare needs, or Home & School requests, etc. each \$15.00 expenditure equates to one PPP hour. **A sales/purchase receipt for the expenditure must be provided.**
- You may choose to pay \$300 in place of serving these hours. Payment of the \$300 must be made by **September 30<sup>th</sup>**.
- **Any hours not completed by May 25<sup>th</sup> will be charged at the rate of \$20** for each hour not met. This amount will be due and **payable no later than May 31<sup>st</sup>**.
- In order to keep track of service hours worked each family will receive a coupon booklet with their name and assigned number. The coupon is in two parts. The right side should be completed and signed by an authorized person monitoring the assigned activity. You must return this portion to the office and place it in the PPP box. The remaining portion is for your record. Please keep this in case there may later be a question regarding your service. The hours submitted will be tallied by the PPP chairpersons. The hours must be completed between June 1<sup>st</sup> and May 25<sup>th</sup> each year.

**\*\*Note:** to ensure there are an adequate number of volunteers to support all school programs, school families cannot “donate” service hours to other school families. If any family is facing a challenge/personal hardship in meeting their required hours, please contact your PPP chairperson.

### **Bingo – 4 nights – 20 hours plus provide dessert for 2 of the 4 nights**

Each family is required to work four (4) nights (for a minimum 20 hours) as scheduled by the Bingo Committee. It is the responsibility of each family to turn in their work voucher each night showing hours worked, signed off by the Bingo Chairman. Two of those 4 nights your family must provide a dessert.

When individuals do not keep their assigned schedules, the school loses revenue. You may choose to buy-out of participating in Bingo by paying \$750 by July 1<sup>st</sup>. Any scheduled bingo night missed, without **you** providing a substitute, will be billed immediately at the rate of \$100 per hour (\$500/night) – payment is due immediately.

Bingo Committee members fulfill their annual PPP commitment by working **a minimum of 3½ hours, 13 Bingo nights starting June 1<sup>st</sup> and ending May 31<sup>st</sup>**. (Committee members are divided into 4 weekly groups; four months each year usually have 5 weeks – each of the four groups will be assigned one of these 5<sup>th</sup> weeks – Bingo will never be scheduled on Ash Wednesday.) It is the responsibility of each committee member to turn in their work voucher each night worked showing the hours worked, and signed off by the Bingo Chairman. Committee members will be billed \$350 for a missed evening. Committee members are then excused from their 20 hours of PPP service. **They are not** however, **excused from Fish Fry and Carnival.**

### **Scrip - \$300 profit**

- Purchase scrip to receive \$300 profit credit. Scrip may be purchased year-round; credit must be earned between June 1<sup>st</sup> and May 20<sup>th</sup>.
  - ❖ Contributions/credits for E-scrip, Von’s, Ralph’s and Sweet N Fresh are posted to individual family accounts once payments are received. Generally payments are 4-6 months behind. Contributions/credits not received by May 20<sup>th</sup> will be applied to the following year’s requirement.
- By December 31<sup>st</sup> one half of your profit credit must be earned (\$150). If this has not been met, you will receive a bill with the balance due by January 31<sup>st</sup>. (*See “\*\*note” below regarding billings reflecting no scrip profit/purchases.*)
- At the end of the school year 60% of any credit earned over \$350 will be given as credit toward tuition for the following school year, usually your September or October payment. Parents whose last child is graduating at the end of the school year (June) may apply the amount toward graduation fees. Parents who choose to leave during the school year are not eligible to receive the scrip rebate nor can it be credited to another family.
- You may choose to buy-out of participating in the Scrip program by paying \$350 before June 30. Any family choosing to buy-out and paying **after** June 30<sup>th</sup> should immediately contact the school bookkeeper. They will be expected to pay \$400 and it must be paid prior to September 15<sup>th</sup>.

***\*\*note Families who choose to NOT pay the buy-out fee of \$350 and show a zero scrip profit on December 31<sup>st</sup> will be billed \$225 (one-half of the “after June 30<sup>th</sup> buy-out fee plus \$25 late fee) and will be expected to pay an additional \$225 if their May 20<sup>th</sup> billing also reflects a zero scrip profit.***

## **Fall Fundraiser**

Each fall the school holds fundraisers to help meet the operating costs of the school. This fall we plan to have a catalog drive and a Family Fiesta.

Although no service hours are required during these fundraisers all families are encouraged to participate. (If fundraising goals are not met yearly, participation in the fall fundraisers may be mandatory in subsequent years.)

Each child must provide a \$5 item for their classes chosen "Fiesta" prize basket. Parents volunteering for the Fiesta fundraiser may earn PPP hours. Fiesta chair will be excused from Bingo and Fish Fry.

## **Fish Fry**

Fish Fry is our major fundraiser, held annually on the Fridays of Lent. There is a **mandatory 10-hour** commitment. This information is published annually in January. Any hours not completed will be charged at the rate of \$100 per hour. It is the responsibility of each family to turn in their coupon for hours worked, signed off by the committee chairperson. **Each family is also required to purchase six (6) Fish Fry meals and provide dessert for Fish Fry as specified on the 2 nights** designated for their child's class. Information regarding this requirement is sent home annually in January.

## **Parish Carnival**

The Parish Carnival is held annually on the 3rd Weekend in May. There is a mandatory 5-hour commitment per family. Unmet hours will be billed at \$100 per hour. It is the responsibility of each family to turn in their coupon for hours worked, signed off by the committee chairperson.

**YOU WILL NEED TO SUBMIT THE FOLLOWING DOCUMENTS ALONG WITH THE APPLICATION**

***Processing of your application can ONLY begin when ALL documents have been submitted.***

- \_\_\_\_\_ **\$25.00 Per Student Non-refundable Processing fee**  
*(Please make check payable to St. Bruno)*
  
- \_\_\_\_\_ **Small Family snap shot (Wallet Size) attached to a brief statement sharing with us your reason for seeking admission of your child.**
  
- \_\_\_\_\_ **Original Immunization Records**  
*(Please bring to office, we will copy & hand back to you)*
  
- \_\_\_\_\_ **Original Birth Certificate**  
*(Please bring to office, we will copy & hand back to you)*
  
- \_\_\_\_\_ **Copy of Baptismal Certificate**  
*(If you don't have a copy you will need contact the Church and obtain one, if your child was baptized in this parish, please request a copy from the rectory)*
  
- \_\_\_\_\_ **Copy of Current Report Cards**  
**Kindergarten applicants submit Student Evaluation Form**  
*(If you do not have a copy, please request from your child's school)*

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Applications will continue to be accepted after February 28<sup>th</sup> but be advised that *applications received during the month of February will receive priority consideration.*

**ALL** Kindergarten applicants will receive a notification towards the end of February advising them of the assessment test date and time. Testing will occur on a weekday {usually a Thursday or Friday} while regular school is in session. Testing usually takes no more than 20 minutes and parents do not need to be present. This time is for your child only. You are welcome to use any family member to escort your child if you cannot make it yourself. It is important that you make arrangements to bring your child promptly at their appointed time as each teacher testing has 15 to 20 children scheduled to test.

Applicants applying for grades 1-8 will be tested as openings in their specific grade present themselves. We currently have at least one opening in a few of these grades and will test in early March. Additional openings will be determined upon completion of our annual re-registration.





Please List the name & age of ALL OTHER CHILDREN in the family (do not list applicant).  
 Circle name if child is also applying now, Box in the name if child is currently attending St. Bruno.

|      |     |      |     |      |     |
|------|-----|------|-----|------|-----|
| Name | Age | Name | Age | Name | Age |
| Name | Age | Name | Age | Name | Age |

List any relatives and their relationship to applicant who have attended or are currently attending St. Bruno School

|              |              |              |
|--------------|--------------|--------------|
| Name         | Name         | Name         |
| Relationship | Relationship | Relationship |

1. Is applicant bi-lingual    No    Yes    Language spoken at home: English    Spanish    Other \_\_\_\_\_

**Racial/Ethnic Origin:** Please check one (*For use strictly in Annual Archdiocesan Census Report*)  
 Native American    Filipino    Asian/Pac. Islander    African American/Black    Hispanic/Latino  
 White/Other    Multiracial

**GENERAL INFORMATION**

1. If your child was not previously enrolled in a Catholic School did he/she attend Religious Education Classes?    No    Yes  
 If "Yes" at what Church? \_\_\_\_\_ for what grades? \_\_\_\_\_

2. Are you a registered member of St. Bruno Church?  
 Yes    Please furnish your St. Bruno Church Offering Envelope # \_\_\_\_\_

Note: The Parish Office must confirm that you are an active, contributing member of St. Bruno Church for you to receive "In-Parish" tuition.

No, we currently attend St. Hilary Church/St. Gregory Church/Beatitudes Church/St. Mary's Church/  
 Please circle appropriate Church or write name of church you attend here \_\_\_\_\_

Are you a registered member of your Church?    Yes    No

3. List the Parish activities you have participated in *either here or in your former Parish*:

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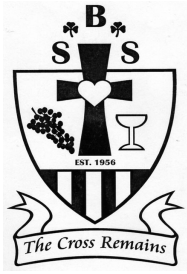
**Processing of application can ONLY begin when ALL documents listed in the Checklist have been submitted.**

(Check List: ✍ \$25 Processing Fee, ✍ Small Family Photo w/brief statement about your family and your reasons for applying at St. Bruno, ✍ Original Immunization records, ✍ Original Birth Certificate, ✍ Copy of Baptismal Certificate, and for those applying for 1<sup>st</sup>-8<sup>th</sup> a copy of most recent ✍ Report Card)

Signature of Father/Legal Guardian

Signature of Mother/Legal Guardian

Please note that for the protection of all parties, if this child is accepted at St. Bruno Catholic School and you are his/her "legal Guardian," you must provide original court order guardianship papers which will be photocopied and kept on file. If this applicant is accepted and his/her parents are separated or divorced, original court order "child custody" papers must be provided so that photocopies can be made and kept on file.



## **St. Bruno Catholic School**

**(562) 943-8812**

**15700 Citrustree Road**

**Whittier, California 90603-2499**

*Working in partnership with families for the **total development** of our children  
so that they may grow in wisdom, age, and grace  
in the sight of God and the community.*

### **Parents of Kindergarten Applicants**

***Please take this form letter and Student Evaluation to your child's preschool - Thank You.***

Dear Pre-School Teacher:

Your student has applied for enrollment in St. Bruno Catholic School's Kindergarten class beginning this coming September.

We request your help, in our enrollment process, by completing the Student Evaluation form on the back of this letter and returning it by *mail or fax* before March 10.

A readiness test will be administered at our school, and the information you provide will better help us to know the student to determine how prepared he or she is for Kindergarten. All information will be kept confidential and will NOT remain in the student's permanent file.

Thank you for your prompt attention in completing this form.

Sincerely,

St. Bruno Catholic School  
Kindergarten Teachers

*School Office*

*15700 Citrustree Road ~ Whittier, California 90603-2499*

*Office (562) 943-8812 ~ Fax (562) 943-2172*

*~ E-mail [schooloffice@saintbrunoschool.com](mailto:schooloffice@saintbrunoschool.com)*



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## Student Evaluation Form **{Kindergarten Applicants only}**

Student: \_\_\_\_\_

Pre-School/Nursery School \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Please  terms which best describe this pupil.  
You need not check an item in each category, or you may check more than one.

### Motivation:

high,  average,  low;  self-motivated,  peer motivated,  parentally motivated

### Classroom Participation Level:

high,  average,  seldom participates,  never participates

### Industry:

organizes own time,  hard worker,  needs well-defined pattern to follow,  
 easily distracted,  wastes time and effort.

Respect for Authority:  accepts authority,  minor discipline,  rebellious

### Emotional Stability:

usually mature,  average, immature,  has emotional problems,  insecure,  
 well balanced,  excitable,  unresponsive

### Intellectual Assets and Abilities:

Excellent student,  slow learner,  underachiever,  
 overachiever,  average in most respects,  many academic interest,  few academic interests,   
capable,  articulate,  curious,  creative,  reads accurately but slowly,  reads rapidly and  
accurately,  difficulty in comprehension,  bilingual,  non-reader,  weak vocabulary

### Social Development:

shows self control,  cooperative with peers,  respects the rights, property, and ideas of others,   
accepts consequences of own behavior,  adequate attention span,  works independently,  lacks self  
control,  irresponsible,  uncooperative,  accepts suggestions for improvement

Readiness:  emotionally ready for Kindergarten

Comments:

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