

ST. BRUNO CATHOLIC SCHOOL APPLICATION PACKET SCHOOL YEAR 2012-2013



WCEA *Western Catholic
Educational Association*

Website: www.saintbrunoschool.com

E-mail address: 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 2012-2013 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 each year, with a closing date of February 29th. We continue accepting applications after the closing date but first consideration is given to the applicants who applied prior to February 29th.

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 1st, 2012 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 1st. If you are not given an appointment time when you drop off an application, you will receive an email 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 2nd.

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 e-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.

*“And Jesus continued to grow in wisdom, age, and grace before God and man.”
~Luke 2:52*

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....*

- *Comprehend, analyze, and express ideas, facts, and opinions effectively and confidently.*
- *Master academic content standards in preparation for higher education.*
- *Demonstrate the virtues, study habits, organizational skills, and time management Tools necessary to succeed as independent lifelong learners.*

GROW IN AGE, *making decisions based on gospel values, becoming people who.....*

- *Exhibit respect for self and others, and model the gospel values taught by Jesus Christ.*
- *Accept responsibility for their own thoughts, words, and actions.*
- *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 full participation in the Catholic faith.*
- *Demonstrate knowledge of Catholic doctrine, history, traditions, and moral teachings.*
- *Demonstrate a commitment to peace and justice, serving others by sharing their gifts of time, talent, and treasure.*

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 and some archdiocesan schools operate as single sex schools.

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 1st 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, Ms. Ippolito on May 29th 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 4th 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

*“In-Parish tuition is granted by Fr. Reardon. In order to receive “in-parish” tuition you **must be a registered member of St. Bruno Church, who regularly attends mass and contributes via your assigned envelope.** Applicant & School Rosters are frequently sent to Fr. Michael for review and status updates. If your status should change, your tuition could also change.*

2011-2012 tuition payment schedule

In-Parish	Annual Tuition	Pmt	Due Monthly/ July 1st thru May 1st
<i>1 child</i>	\$3,960 per yr	\$360	per month x 11 months
<i>2 children</i>	\$7,436 per yr	\$676	per month x 11 months
<i>3 children</i>	\$9,933 per yr	\$903	per month x 11 months
<i>4 children</i>	\$10,890 per yr	\$990	per month x 11 months
<i>5 children</i>	\$11,880 per yr	\$1080	per month x 11 months

Out-of Parish	Annual Tuition	Pmt	Due Monthly/ July 1st thru May 1st
<i>1 child</i>	\$ 4,466. per yr	\$ 406	per month x 11 months
<i>2 children</i>	\$ 8,932. per yr	\$ 812	per month x 11 months
<i>3 children</i>	\$13,398 per yr	\$1,218	per month x 11 months
<i>4 children</i>	\$17,864 per yr	\$1,624	per month x 11 months
<i>5 children</i>	\$22,330 per yr	\$2,030	per month x 11 months

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

- Athletic/Extra Curricular Activity Fee - \$60 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 30th.
- 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 5th or the 20th 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 June 30th.

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

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 10th of each month. A late fee of \$25 will be charged if any balance due is not paid or is “outstanding” after the 10th 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 student{s} 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:	7:50am	<i>When the bell rings</i>		
Recess	K – 4th	10:20 – 10:35 a.m.	5th – 8th	10:05 – 10:20 a.m.
Lunch Prayer Assembly	K – 8th	12:20		
Lunch	K – 4th	12:40 – 1:00 p.m.	5th – 8th	12:20 – 12:40 p.m.
Lunch Recess	K – 4th	12:20 – 12:40 p.m.	5th – 8th	12:40 – 1:00 p.m.
				No Lunch Recess on Fridays
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/Newsletter.

ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

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 or 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 a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the **Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).**

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

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 students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

Further note: *Parents, friends and family members wishing to be a St. Bruno volunteer, coach or a field trip chaperone must be fingerprinted and have taken a Virtus training session. This ruling is strictly enforced. NO individual can:* be alone with a child or children during a class session; chaperone a group of children out of eyesight of their teacher; Coach or act as an assistant coach {including tutoring}; supervise children during an outside activity where their teacher is not present or within eyesight; act as a substitute teacher, nurse, library volunteer or aide, unless they have been fingerprinted and attended an adult Virtus session.

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 \$25 to Jog-a-thon; 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.

You will need to sign up for the above events at the “New Parent” meeting in May and each year thereafter at the annual “Re-Registration Day” (usually the 1st Saturday in June). You will be given the opportunity to volunteer to work on various committees, choose your Bingo dates, and select a committee and dates you wish to work for Fish Fry and so on. Each year, all Kindergarten families are required to work on the Fish Fry “clean up” committee. Remember sign-ups are on a 1st come, 1st serve basis so make sure you visit each chairperson’s table at these meetings. {More information is available on our website: www.saintbrunoschool.com}

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 30th**.
- **Any hours not completed by May 25th will be charged at the rate of \$20** for each hour not met. This amount will be due and **payable no later than May 31st**.
- In order to keep track of service hours worked each family will receive a coupon booklet. 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.

FAMILIES WHO TURNS IN "HOURS" MORE THAN 30 days AFTER THEY WERE EARNED WILL ONLY RECEIVE CREDIT FOR 50% OF THOSE HOURS. The hours submitted will be tallied by the PPP chairpersons. The hours must be completed between June 1st and May 25th 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. {Should you work but neglect to turn in a voucher, you will be charged \$10 to compensate the school for time spent verifying your attendance.} 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 June 30th. 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 1st and ending May 31st.*** (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 5th weeks – Bingo will never be scheduled on Ash Wednesday or the Wednesday prior to Holy Thursday.) 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 and Jog-a-thon.**

Scrip - \$300 profit

- Purchase scrip to receive a \$300 profit credit. Scrip may be purchased year-round; credit must be earned between June 1st and May 20th.
- ❖ 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 20th will be applied to the following year's requirement.
- By December 31st 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 31st. **(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 30th should immediately contact the school bookkeeper. They will be expected to pay \$400 and it must be paid prior to September 15th.

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

Fall Fundraiser

Each fall the school holds one fundraiser to help meet the operating costs of the school. Our annual Jog-a-thon fundraiser usually happens early in the school year.

Although at this time no service hours are required regarding this fundraiser it is mandatory that all families participate.

Every St. Bruno student is required to pledge a minimum of \$25 to the Jog-a-thon. Parents volunteering to help at our Fall fundraisers may earn PPP hours.

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 each of their children's classes. 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 check in and out at the control booth. **If you do not check in and out with the control booth it will be assumed that you did not work your schedule hours** and you will be billed \$500 for unmet hours. The Parish Center will provide information and sign-up sheets as they begin preparations for the annual event.

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 parish center)

- _____ **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)

Applications will continue to be accepted after February 29th but be advised that applications received during the month of February will receive priority consideration.

Kindergarten applicants who did not receive notification of the assessment test date and time when they submitted their application and paperwork, will receive an e-mail notifying them of the date and time.

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. Testing for openings that we may be aware of at this time will be sometime in March/April. Additional openings will be determined upon completion of our annual re-registration.

Testing Date _____ Time _____ Tester _____ Grade in September 2012 - _____

ST. BRUNO CATHOLIC SCHOOL 2012-2013 APPLICATION FORM

One Application Per Student – Application must be Complete to Process - \$25 Non-Refundable Processing Fee per Student
Applications submitted by February 29th will receive “priority” consideration

STUDENT INFORMATION Male Female

Social Security #

Please Print All Information

_____/_____/_____

_____/_____/_____
Legal Last Name of Student / First / Date of Birth / Birthplace (City/State)

_____/_____/_____
Student’s Home Address / City/ Zip Code / Home Telephone / Cell Phone

_____/_____/_____
Name & Address/ City/Zip of School Previously Attended / Telephone

Baptized No Yes _____/_____/_____
Date Church City/State

First Communion _____/_____/_____
Date Church City/State

Does the applicant have physical/emotional problems requiring special attention? If so please explain:

Has your child *applied previously* for admittance at St. Bruno Parish School? No Yes

Father **FAMILY INFORMATION (Birth Parents or Legal Guardians)**

_____/_____/_____/_____/_____
Last Name of Father / First / Religion / Birthplace / Home Telephone

_____/_____/_____/_____/_____
Occupation / Employer/Company Name / Workplace Telephone / Cell phone

Please Check Appropriate Box: Married Separated Divorced Remarried Deceased Single

Live in same Household as applicant: Yes No -- Home Address if different than applicant’s:

Please provide an e-mail address _____

Mother

_____/_____/_____/_____/_____
Last Name of Mother / First / Religion / Birthplace / Home Telephone

_____/_____/_____/_____/_____
Occupation / Employer/Company Name / Workplace Telephone / Cell phone

Please Check Appropriate Box: Married Separated Divorced Remarried Deceased Single

Live in same Household as applicant: Yes No -- Home Address if different than applicant’s:

Please provide an e-mail address _____

\$25 non refundable Application fee paid by Check # _____ // Registration fee (\$300 non-refundable) paid by Check # _____

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 Circle 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. Are you currently a registered member of St. Bruno Church?
 Yes → Please furnish your **St. Bruno Church Offering Envelope #** _____ and complete the attached "Parish Verification Form." Fr. Reardon must verify that you are currently an active, contributing member of St. Bruno Church for you to be granted "In-Parish" tuition.
 No → We currently do not use our St. Bruno Offering Envelope **OR** we are currently attending Church at St. Hilary / St. Gregory / Beatitudes / St. Mary's - Please circle the name of the Church you regularly attend or write the name your church here _____.

Are you a registered member of the Church you currently attend? Yes No

2. If your child was not previously enrolled in a Catholic School has he/she attended **Religious Education Classes?** No Yes
 If "Yes" at what Church? _____ for what grades? _____

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

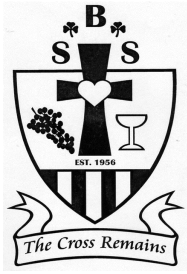
Processing of this application can ONLY begin when ALL documents listed in the Checklist have been submitted.

(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 1st-8th 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 1st.

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



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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:

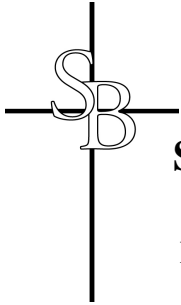
excellent student, slow learner, underachiever, capable, overachiever,
 average in most respects, many academic interest, few academic interests, articulate,
 curious, creative, knows and identifies upper & lower case letters,
 knows how to write his/her name reads slowly but accurately, reads rapidly 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:



St. Bruno Catholic School Parish Verification Form

Date: _____

Family Envelope Number at St. Bruno Catholic Church: _____

Family Last Name: _____

Father's First Name: _____ Mother's First Name: _____

Address: _____

CHILDREN AT ST. BRUNO SCHOOL:

First Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

check here if you have more children at St. Bruno than above & list them on the back

PARISH MINISTRIES THAT WE PARTICIPATE IN:

Parish Ministry/Organization	Name of Family Member
_____	_____
_____	_____
_____	_____
_____	_____

PASTOR APPROVAL: *(for Pastor's use only: do not fill out)*

- I hereby approve the _____ family for in Parish Tuition.
- The _____ family does not qualify for in Parish Tuition at this time.

Pastor's Signature Date

FOR PARISH CENTER OFFICE USE ONLY:

Registered in Parish Date: Registered: _____

Active in Parish

Regularly contributes to Parish

