



School Year 2017-2018

Dear Prospective Applicant and Family,

Congratulations on choosing St. Leander School! We provide a challenging, comprehensive educational program rooted in a strong Catholic identity to prepare our students to be **CLEAR** about their goals as **C**ommitted Christians, **L**ifelong Learners, **E**ffective Communicators, **A**ctive and Positive Leaders, and **R**esponsible Citizens in a loving and supportive atmosphere of diversity and respect. We welcome you to join this vibrant and extraordinary community. In this folder, you will find information on the application and admissions policies. **It is important to remember that all of the required documentation must be submitted with the application for consideration to our school. Incomplete applications cannot be processed.**

Once the application process is complete and a student has been accepted for the 2017-2018 school year, a tuition contract must be completed accompanied by the registration fee submitted by the required date. Please note that this **registration fee is non-refundable** as it guarantees your space in our school.

ADMISSIONS POLICY

The applicant will be considered for acceptance after the principal and the teacher have reviewed the entrance test or Prek/K screening, previous report cards and reference forms as appropriate.

If you have any questions, please call the school office at (510) 351-4144. Thank you for your interest in St. Leander School.

Academics, Faith, Service . . . We Make A World of Difference!
We welcome you to come make a difference with us.

Sincerely,

Amy Cross
Principal

APPLICATION REQUIREMENTS

- All applications need to be turned in to the school office before an assessment test is scheduled along with all the following documentation. Incomplete applications cannot be processed.
 - Application form
 - Birth Certificate
 - Immunization record/physical
 - Baptismal Certificate
 - Reference Form (gr. K-8)
 - Report Cards (gr. K-8)
 - if entering K, most recent Report Card
 - if entering 1st, last 2 years
 - if entering 2nd-8th, last 3 years
 - \$45.00 Application fee
 - Letter from pastor certifying Active Catholic Status (for Active Catholic rate)
- All new student interviews and testing will be scheduled once all required paperwork is turned in. All Pre-Kindergarten applicants are required to attend with their parents. The final step in our admissions process is a family meeting with our pastor.

Please call the office with any questions at 510-351-4144

IMPORTANT DATES

- On Wednesday, January 25th we will be hosting an information night for Pre-Kindergarten and Kindergarten families at 6:30 pm.
- On Saturday, January 28th we will be hosting an Open House for all to come and see our school and meet our teachers from 2:00 pm – 4:00 pm.
- The week of February 6th, by **appointment only**, we invite you to take a personalized tour of our school and observe classes in session.
- All applications need to be turned in to the school office by before the testing dates below with all the following documentation. Incomplete applications cannot be processed.

Application form	Birth Certificate
Immunization record	Baptismal Certificate
Report Card(s) (gr. K-8)	\$45.00 Application fee
*if entering K, most recent Report Card	Reference Form (gr. K-8)
*if entering 1 st , last 2 years	Letter from pastor certifying Active
Catholic Status	
*if entering 2 nd – 8 th . last 3 years	(for active Catholic rate)

- Prekindergarten interviews will be scheduled once all required paperwork is turned in. All applicants are required to attend with their parents. All other grades will have a testing date on February 6th or March 6th at 3:15 pm.

Please call the office with any questions at 510-351-4144

How did you hear about St. Leander School? _____

SIBLING ATTENDING ST. LEANDER _____

GRADE _____

ALUMNI/NAME _____

YEAR _____

Signature

Notice Of Nondiscriminatory Policy As To Students

St. Leander School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

OFFICE USE ONLY

**Date application received
Received**

Application Fee

Reference Form

Report Card

Birth Certificate Verification

Baptismal

Immunization

FAMILY SERVICE PROGRAM **2017-2018**

The Family Service Program is designed to help build community and encourage assistance on school projects which help reduce operating costs. By contributing to this program, the school is able to foster community spirit and provide services that benefit the educational programs of St. Leander School.

Each family is required to complete the following:

40 hours per family with two parent/guardians
20 hours for families with one parent/guardian

Hours begin August 1, 2017 through May 31, 2018 and are periodically updated throughout the year. Extra hours above the required amount cannot be carried over for the following year. Hours not completed by May 31st will be invoiced at a rate of \$20.00 per hour for each hour not completed. It is important that families maintain a record of hours worked for their own information.

Upon completion of a project or activity, sign your family name and number in the classroom, school or parish office or event record book.

Earning hours can be achieved by working or participating at any of the following events

Attending School Board/PTG Meetings	Open House – 2 hrs. credit per family
Book Fair	CYO – only if registered as coach or
assistant	
Chairing an event	Health Testing
School/Parish Repairs/Maintenance	Office Help
Classroom Volunteer	Serving on School Board/PTG
Festival (4 hours—mandatory for all parents)	Field Trips
Donating food/supplies for PTG sponsored events	

St. Leander Extended Care (SLED)

St. Leander School Extended Care Program serves school families by providing before and after school care for students in prekindergarten through eighth grade. Students have time for homework and recreational activities. The prekindergarten and kindergarten program is licensed and meets the requirements set by the State (License #010215790).

Extended Care is located in the lower level of the main school building and is open from 7:00 – 8:00 a.m. and from 3:00 – 6:00 p.m. Families wishing to use the program must complete the SLED registration form and include the registration fee.

2017-2018 fees

Registration - \$50.00

Registered Rate per child - \$4.00/hour

“Drop-In” Fee per child - \$5.00/hour