

ST. BEDE THE VENERABLE SCHOOL
4524 CROWN AVENUE
LA CANADA, CALIFORNIA 91011
(818) 790-7884
FAX (818) 790-0699

Dear Parent,

Please fill out the attached application form and return to St. Bede School along with a **\$60.00 non-refundable application fee** per child.

The following information is necessary:

- Kindergarten Original (certified) & copy of birth certificate (original, just for verification)
 Original & copy of Baptismal Certificate (original, just for verification)
 "Authorization for Release of Student Information" form
 (complete address including zip code is necessary-
 St. Bede will forward to appropriate school)
 (All originals will be returned)
- Grade 1 Copy of birth certificate
 Copy of Baptismal certificate
 "Authorization for Release of Student Information" form
 (complete address including zip code is necessary –
 St. Bede will forward to appropriate school)
- Grades 2-8 Copy of birth certificate
 Copy of Baptismal certificate
 Copy of First Communion certificate (grades 3-8)
 Latest report card
 Latest Standardized Test Scores (i.e. CTBS; ITBS; S.T.A.R.; Stanford Achievement
 Test, etc.)

NOTE: KINDERGARTENERS MUST BE 5 YEARS OF AGE BY SEPTEMBER 1, 2017– (NO EXCEPTIONS)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Placement testing for students applying to Kindergarten will take place on Saturday, February 25, 2017 beginning at 9:00 a.m. Students are screened at 15 minute intervals. There will be no make up date. You will be notified by email as to your child's specific testing time.

Placement testing for students applying to Grades 1-8 will also take place on Saturday, February 25, 2017, beginning at 9:00 a.m. sharp. There will be no make up date.

Pick up time for grades 1-3 is between 10:30-11:00 a.m.

Pick up time for grades 4-8 is between 11:00-11:30 a.m.

All applicants are to arrive 10 minutes before their testing time and go to the school rotunda area for check in.

The deadline for applications is February 3, 2017 at 3:00 p.m. Applications received after that date/time will be considered late and handled accordingly.

You will be notified by the end of March as to whether or not your child has been accepted.

ST. BEDE SCHOOL OPEN HOUSE – JANUARY 29, 2017

St. Bede School parents and prospective parents of new students are invited to the school's open house on Sunday, January 29, 2017 from 10:15-11:30am. The classroom teachers will be available at that time. If you have all the necessary forms and information with you at that time, we will accept your application during the open house.

If you have any questions, please call the school office at (818) 790-7884.

APPLICATION FORMS
PLEASE PRINT

Legal Name of Child _____ Date of Birth _____ Sex M / F

Address _____
Street City State Zip

Telephone # _____ Place of Birth _____ Cell # _____

Parish Registered In _____ Env # _____ If St. Bede,
Year Registered _____

Applying to Grade _____ Parent Email _____

Transferring from _____ Grade _____
Name of School City State

Father's Name _____
Last First Middle

Place of Birth _____ Religion _____

Mother's **Maiden** Name _____
Last First Middle

Place of Birth _____ Religion _____

If student is living with guardian or step-parent, please complete the following:

Name _____
Last First Middle

Relationship to Pupil _____ Religion _____

Check All Home Conditions: Child (ren) live with:

Both Parents () Mother Only () Father Only () Mother/Stepfather () Father/Stepmother ()

Guardian () Other ()

Father's Employment Information

Company Name _____ Occupation _____ Phone # _____

Address _____
Street City State Zip

Mother's Employment Information

Company Name _____ Occupation _____ Phone # _____

Address _____
Street City State Zip

APPLICATION FORM (continued)

PLEASE PRINT

SACRAMENTAL INFORMATION

CERTIFICATES MUST BE PRESENTED TO SCHOOL PERSONNEL FOR VERIFICATION.

BAPTISM

Date _____

Church _____

Address _____

City/State/Zip _____

FIRST HOLY COMMUNION

Date _____

Church _____

Address _____

City/State/Zip _____

CONFIRMATION

Date _____

Church _____

Address _____

City/State/Zip _____

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LA CANADA, CALIFORNIA 91011

Please give reasons why you would like your child(ren) in St. Bede School.

Please check below the organizations that you are presently active in within St. Bede parish.

1. Brother's Helpers ____
2. Choir Member ____
3. Eucharistic Minister ____
4. Lector ____
5. Parish Council of Women ____
6. Pastoral Council ____
7. Religious Ed. Teacher or Aide ____
8. Skidettes ____
9. ST. Bede School Volunteer ____
10. Usher ____
11. Other _____

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4524 CROWN AVENUE
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2016-2017
TUITION & FEE SCHEDULE

TUITION – KINDERGARTEN

1 CHILD	-	\$535.00/MONTH
2 CHILDREN	-	\$1070.00/MONTH
3 CHILDREN	-	\$1605.00/MONTH

TUITION – GRADES 1-8

1 CHILD	-	\$535.00/MONTH
2 CHILDREN	-	\$1045.00/MONTH
3 CHILDREN	-	\$1525.00/MONTH
4 CHILDREN	-	\$1980.00/MONTH

ANNUAL DONATION TO PARENT ASSOCIATION \$1500 per family

VOLUNTEER HOURS EXPECTATION 30 hours or \$500 per family

NON-REFUNDABLE REGISTRATION FEE – GRADES K-8

\$350.00 PER FAMILY PER YEAR

NON-REFUNDABLE STUDENT BODY FEE – GRADES K-8

\$535.00 PER CHILD – DUE AUGUST 1

This fee includes workbooks, consumable books and student periodicals, standardized testing, student accident insurance, library and art fees, field trips, health room supplies, Parent Association membership.

TUITION – KINDERGARTEN + OTHER SIBLINGS IN GRADES 1-8

K + 1	-	\$1,070.00/MONTH
K + 2	-	\$1,580.00/MONTH
K + 3	-	\$2,060.00/MONTH
K + 4	-	\$2,515.00/MONTH

NOTE:

1. Tuition may be paid yearly, semester, quarterly or monthly – (September-June)
2. September tuition is due JULY 1 and is non-refundable.
3. Student body fees are due AUGUST 1 and are non-refundable.
4. Tuition statements are e- mailed monthly
5. Your payment is due on the first of each month. If not paid by the 15th of the month, you will be charged a late fee of \$20.00. Returned checks will be charged a fee of \$20.00. THIS AFFECTS SEPTEMBER TUITION AND STUDENT BODY FEES THAT ARE DUE DURING THE SUMMER
6. Tuition payments should be returned by mail or dropped off in the office. We also have an outside mailbox in front of the school.
7. Student transfers – if a child attends school any part of a month, full tuition is due for that month.

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Dear Parent,

It is sometimes difficult to determine a child's readiness for Kindergarten/First Grade. In addition to interviewing and testing your child ourselves, we at St. Bede School would like to receive some input from your child's present school. Therefore, I ask that you authorize us to request a simple evaluation from his/her current teacher. Thank you.

Very truly yours,

Ralph P. Valente
Principal

Attachment

**AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION
FOR KINDERGARTEN/GRADE ONE**

_____ is applying to St. Bede the Venerable School. Please complete the attached form so an assessment can be made as to his/her readiness for Kindergarten/First Grade.

Your prompt reply will be greatly appreciated.

PARENT AUTHORIZATION

I hereby authorize _____
(Name of School)

*Address _____ City _____ State _____ Zip Code _____

to release placement assessment or personal information contained therein for _____,

birthdate _____

Please send to:

**St. Bede the Venerable School
4524 Crown Avenue
La Canada, California 91011**

Date: _____ Signature of Parent/Guardian _____

Address _____ City _____ State _____ Zip Code _____

***ST. BEDE SCHOOL WILL NOT PROCESS IF ADDRESS IS NOT COMPLETE**

Student Admission Policy for St. Bede the Venerable School

Lord teach me to act justly, love tenderly, and walk humbly with my God (Micah 6:8)

General Guidelines

Students must screen within the acceptable range for his/her grade level as determined by the school administration.

The age for kindergarten students is 5 years of age on or before September 1.

The recommended age for first grade is 6 years of age on or before September 1 but required by December 1 unless waived by the principal.

All students must comply with current California immunization and health requirements prior to enrollment.

The parish school will strive to have Catholic education accessible to as many students as possible both with its educational and financial considerations: however, it may have insufficient resources to serve the educational needs of all students.

Priority Guidelines

1. Admittance priority will be given to applicants whose parents/legal guardians meet the following criteria:
 - a. Responsible registered members of the parish during the entire year preceding submission of the admission application. The one-year requirement may be waived for parents who have relocated their residence during the preceding year from more than 30 miles away from St. Bede the Venerable Church, and who were previously registered members in another Catholic parish.
 - b. Practicing Catholics, meaning regular attendance at Sunday Mass. This will be measured by the frequency and regularity of the placement of offertory envelopes in the collection at Mass or online giving.
 - c. Financial contribution to the parish. This means that the financial contribution indicates a willingness to contribute a fair share towards the financial needs of the parish. Contributions will be measured by parish accounting records.
2. In the event that the pool of applicants meeting the above criteria (section 1) is larger than the available spaces in a class, admittance priority will be given to applicants whose parents/legal guardians meet the following criteria:
 - a. Volunteered hours in a parish or school ministry or committee during the year preceding submission of the admission application.
3. In the event that the pool of applicants meeting the above criteria (sections 1 & 2) is larger than the available spaces in a class, admittance priority will be given to applicants whose parents/legal guardians meet the following criteria:
 - a. Have children already attending St. Bede School (siblings of the applicant); or
 - b. Are employed at St. Bede School or are staff members at St. Bede Church.
4. In the event that the pool of applicants meeting the above criteria (sections 1, 2 & 3) is larger than the available spaces in a class, admittance priority will be given to applicants who are on the wait list. The wait list will consist of applicants who applied for admission previously, who were denied admission due to lack of available space, and who indicated a wish to be placed on the wait list.
5. In the event that the pool of applicants meeting the above criteria (sections 1, 2, 3 & 4) is larger than the available spaces in a class, the following criteria will be considered:
 - a. The length of time the parents/legal guardians have been registered members of the parish; and
 - b. The voluntary contributions of the parents/legal guardians to parish ministries and/or committees; and
 - c. The availability of space at a Catholic school in another Catholic parish; and
 - d. Whether the parents/legal guardians are alumni of St. Bede School.

Other Enrollment Information

1. Students are expected to:
 - a) take a placement test in February.
 - b) provide St. Bede School with copies of birth certificate, baptismal certificate, First Holy Communion certificate (if applicable), recent report card and recent standardized test scores.

2. Because tuition, fees, parish subsidy and fundraising are not sufficient to cover the operational costs of the school, many extra programs are staffed by volunteers. Therefore, parents will be asked to give either time or money to the volunteer programs of the school. They will be asked to demonstrate, at the time of registration, their support of the school's philosophy and programs by signing the following non-tuition parental obligation form:

To attend Mass with your children on Sundays and Holy Days of Obligation
To financially support St. Bede parish through the use of weekly envelopes
To make a commitment for school volunteer work
To attend all three Parent Meetings held during the school year
To support school fundraising events
To maintain a Catholic atmosphere in your home to help your child grow in his/her faith

3. St. Bede, 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 origins to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

4. 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.

5. 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.

FAMILY NAME _____
(Please Print)

FATHER _____
(Signature)

MOTHER _____
(Signature)