

*St. Peter School is a family of learners serving the Capitol Hill parishes and community. The children are provided with an education that is founded on love of God and service to others, characterized by Catholic values and academic excellence, and dedicated to addressing each child's unique talents and abilities.*

Thank you for your interest in St. Peter School, the Key to Educational Excellence Since 1868! We look forward to welcoming you to one of our open houses.

### **Important Dates**

#### **Open Houses for 2018-2019 Admissions:**

- ☒ Friday, November 3, 2017, 9:00 a.m. – 10:30 a.m.
- ☒ Friday, December 1, 2017, 9:00 a.m. – 10:30 a.m.

#### **Admissions Application Opens: December 1, 2017**

#### **Applications due by: January 19, 2018**

- ☒ All applications will be completed online through the TADS electronic enrollment and tuition management system. The link will be available under the admissions tab of the school website on December 1, 2017 ([www.stpeterschooldc.org](http://www.stpeterschooldc.org)).
- ☒ Teacher recommendations for new applicants are to be completed separately and sent directly to St. Peter School from the all previous schools in a sealed envelope. (See [www.stpeterschooldc.org](http://www.stpeterschooldc.org), Admissions tab, Teacher Recommendation Forms for copies.)
- ☒ Applications are considered complete when all of the following components are submitted: application, transcripts, teacher recommendations, standardized test scores, birth certificate, baptismal certificate (Catholic applicants) and health forms (found within the online application). Students applying to Pre-K and Kindergarten are not expected to have transcripts and standardized test scores. Families of Pre-K and Kindergarten applicants are asked to provide information that may be available from current a daycare provider if possible/applicable.

**New Student Testing, Grades 1-7: Saturday, January 27, 2018** School personnel will contact families with completed applications to schedule.

**Pre-K Visit: Saturday, January 27, 2018** School personnel will contact families with completed applications to schedule a playgroup visit.

**Kindergarten Visit: Friday, February 9, 2018** School personnel will contact families with completed applications to schedule a playgroup visit.

**Student Visits, Grades 1-7: January 18 and January 25, 2018** School personnel will contact families with completed applications to schedule a full-day visit (shadow day).

**Decision Letters Sent: February 23, 2018**

**Commitment to Enroll: March 9, 2018**

## Admissions Policy

As an Archdiocese of Washington school, St. Peter School gives preference to Catholic families for initial admission. This preference becomes especially important for the competitive applications in Pre-K 4 and Kindergarten.

Archdiocese of Washington schools may not discriminate on the basis of any legally protected status, including race, sex (unless traditionally a single-sex school), or national origin.

St. Peter School is supported by St. Peter's Church, the home parish, St. Joseph's, St. Dominic's, St. Mary Mother of God, St. Patrick's, the Cathedral of St. Matthew the Apostle, Epiphany Catholic Church, and St. Frances de Sales. St. Peter School is also supported by tuition, the contributions of parish and school community members, and other gifts to the school. When all admissions criteria are equally met, and the application process is completed by the stated deadline, applicants will be given priority and tuition will be set according to the following:

1. currently registered students who continue to meet school standards, and the siblings of such students;
2. children of registered, contributing parishioners of Catholic parishes in the Archdiocese of Washington;
3. children of registered Catholic parishioners outside of the Archdiocese of Washington; and
4. non-Catholic students.

All admissions are subject to the approval of the principal and are based on criteria such as:

1. active/contributing parish membership;
2. acceptable school records:
  - a. academic;
  - b. social;
  - c. psychological;
  - d. attendance;
3. predetermined class size and boy/girl ratio.

School administration reserves the right to place students in a class consistent with the results of the student's prior academic records and admissions testing.

Class size may require a waiting list to be established. In such a case, when all admissions criteria are equally met, a list will be generated for each class on a first come-first served basis, based on those families meeting the described admission criteria outlined above.

Application for admission will not be accepted if the concerned party is in violation of Archdiocesan policies or adopted policies of St. Peter School, or has an outstanding tuition balance at another school.

Each family seeking application to St. Peter School must file an application and arrange for admission testing. A parent visit, in addition to an open house, is encouraged but not required. In addition to the application, families must provide the following:

- ☐ certificate of birth;
- ☐ certificate of baptism (for Catholics only);
- ☐ academic transcripts;
- ☐ standardized test scores;
- ☐ teacher recommendations;
- ☐ Record of IEP or other accommodation plans (if applicable).

School records and results of prior academic testing must be submitted before final approval of acceptance is

given. A letter of acceptance or denial will be sent to parents. Parents are required to supply all pertinent information having impact on the school's ability to provide for the child's needs. Additional academic and/or psychological evaluation may be required at the discretion of the principal.

### **Age Requirements**

The Catholic Schools Office of the Archdiocese of Washington requires that:

- ☐ students entering Pre-K must be four years of age by September 30 of that year;
- ☐ students entering Kindergarten be five years of age by September 30 of that year;
- ☐ students entering Grade 1 be six years of age by September 30 of that year.

*No exceptions will be made.*

### **Pre-K Requirement**

All students entering the Pre-K program must be toilet trained. This is a condition of acceptance into the Pre-K program. No diapers or pull-ups are allowed.

### **Non-Catholic Students**

We welcome the diversity brought to our school community by the presence of non-Catholic students. Non-Catholic students are expected to participate in the religious education programs of the school and attend school Mass and other religious functions held during the school day.

### **Students with Special Needs**

St. Peter School recognizes the unique gifts within each child. In an effort to foster continued growth, the school embraces the opportunity to serve students with special needs so long as the resources to do so are available within the school. Parents are considered an integral part of the process. In order to accommodate a student who has been evaluated for special learning needs, parents must share educational and/or psychological testing results and any resulting recommendations with the school. A student with special needs may be admitted on a probationary basis.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP) or other plan must be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through an assistance plan determined by St. Peter School administration and faculty. The refusal to provide previously documented information is grounds for terminating enrollment in the school.

Students with disabilities are expected to follow the school's policies and procedures.

### **Students Transferring from Another Archdiocese of Washington School**

If transferring from another Archdiocese of Washington school, the applicant may not be enrolled or be allowed to attend school until the principal consults with the principal from the former school in order to ensure no behavioral/safety concerns exist and all financial obligations are current. The applicant may not enroll until all financial obligations at the former school have been resolved.

### **Notification of Acceptance**

Decisions on new applicants will be made by February 23, 2018, after the completion of the application process, admissions testing, and shadow visit/playdate.

### **Tuition & Fees**

Tuition rates for the school year are set annually and are available at the time of registration.

All active, practicing Catholics in the Archdiocese of Washington will receive a reduced tuition rate. Status of Catholics in the Archdiocese of Washington will be verified with the church offices.

The tuition for the **2017-2018** school year is as follows:

Grades 1-8, Catholic	\$11,500
Kindergarten, Catholic	\$13,000
Pre-K, Catholic	\$14,000
Pre-K – Grade 8, Non-Catholic	\$14,500

#### Fees

- ☑ A non-refundable application fee of \$75 *per student* for new students.
- ☑ A non-refundable registration fee of \$325 *per family*. For new students, the registration fee is due at the time of acceptance/enrollment.
- ☑ A non-refundable Home School Association fee of \$50 *per student*.
- ☑ A non-refundable \$1,000 enrollment deposit required for *each new student* at the time of acceptance and applied to tuition.

All instructional fees are included in the tuition rate, which includes books, technology, and all instructional resources and materials. Parents are asked to pay for field trips and buy minor supplies on occasion. Parents are also asked to participate in the Annual Giving Campaign in the fall and the annual school Auction/Gala in the winter/spring.

**Please Note: May 1 is the official tuition binding date. Parents who have enrolled but then withdraw their child(ren) for any reason at any time after MAY 1 will be responsible for full tuition payment for the following academic year.**

#### Payment

The following payment plans are available:

- ☑ *Full Tuition*: Full tuition payment is due on or before June 1.
- ☑ *Standard Plan*: One half of the full tuition is due on or before June 1; second half of full tuition is due on or before November 1.
- ☑ *Ten-Month Plan*: Ten monthly installments, June through March. Monthly tuition payments are made through TADS tuition management system. Registration for TADS must take place in May so the account is set up to begin payments in June.

#### Tuition Assistance

Tuition assistance is available to those with demonstrated need through the Archdiocese of Washington (ADW) and St. Peter School. New families must apply through ADW by February 5, 2018. After applying through ADW, there is no need to apply through St. Peter School. New parents can access the tuition assistance application at this link: [www.mytads.com](http://www.mytads.com).