

**SCHOOL OF THE MADELEINE
REGISTRATION INFORMATION 2012-2013 SCHOOL YEAR**

Thank you for your interest in School of the Madeleine. We are proud of the high standards, moral values, and academic excellence of our school, and invite you to become part of the Madeleine family.

Attached is Program Information sheet, a Tuition and Fees schedule for the current year, and application blank(s). Thursdays are designated as visiting days. If you are interested in visiting a classroom and/or scheduling a meeting with the principal, please call the School Office to make these appointments.

A special meeting for new parents interested in enrolling their child in the Kindergarten program will be held in the Parish Hall on Thursday, February 2, 2012 at 6:00 P.M. (Parents Only). This meeting will be an introduction to our unique developmentally-based Kindergarten. Children must be 5 years old by September 1 in order to be considered for admission.

New students are not ordinarily accepted in Grade 8.

A. APPLICATION

Applications with the required documents are to be sent to the school office. Please be sure to sign and date the application. **Incomplete application packets will not be processed and may be returned for completion.**

The following records should be attached to the Student Application form:

- a) A photocopy of the state issued birth certificate (not the hospital document) and a copy of the Baptismal Certificate. A photocopy of the (yellow) Immunization Card.
- b) A photocopy of the most recent report card or progress reports for students entering Gr. 1-7.
- c) A photocopy of the most recent academic testing results for students in Gr. 2-7.
(Please make copies of these records; we are unable to make copies for you in our office.)
- d) Application fee of \$85.00 per family. This is non-refundable.

2) If you are applying for a student entering Grades 4-7, Letters of Recommendation are required and must be completed by a current teacher and the principal. After completion the teacher and principal should mail these letters directly to School of the Madeleine.

Applications are considered according to these guidelines: a) Families with baptized Catholic siblings currently enrolled at Madeleine Elementary; b) Registered and Supporting St. Mary Magdalene parishioners (Students baptized Catholic; c) Non Catholic siblings of currently enrolled school families; d) Catholic applicants of registered, non-supporting parishioners of St. Mary Magdalene and Catholic applicants of other Catholic parishes; e) All other interested families depending on space availability. Ability of the school to meet the needs of a particular student is always a consideration. Within the above listed categories, the school reserves the right to select the appropriate candidate(s). The Admissions Committee makes the final decision regarding admission.

B. TESTING / INTERVIEW

You will be contacted to bring your child for a test and interview. It is anticipated that testing for students applying for grades Kindergarten and 1 - 7th will begin the latter part of February

C. ACCEPTANCE

You will be informed of the appropriate placement, and testing results. All transfer students are accepted on a probationary status, for one school semester. This period of time is designed to ensure proper adjustment to the school environment and curriculum.

Sincerely,
Donna Wittouck
Principal