

ST. STEPHEN ELEMENTARY SCHOOL

355 Grafton Street

Worcester, MA 01604

PHONE 508.755.3209 FAX 508.770.1052 WEBSITE www.st-stephen.net

Fully Accredited by the New England Association of Schools and Colleges

APPLICATION PROCESS PRE-K through GRADE 8

1. Complete application form and submit with non-refundable \$175 Registration / processing fee. Note this fee is set by the school and is in addition to the tuition rate that is set by St. Stephens.
2. Call the school office to make an appointment for screening/assessment.
3. Provide copy of last year's report card and this year's report card to date.
4. All students entering Pre-K/K must provide a copy of their Birth Certificate.
5. Request current teacher(s) to complete and send the "Student Profile" to St. Stephen School.
6. Make an appointment with the principal for parent(s)/guardian(s) and child(ren).
The Principal will:
 - a) Review records.
 - b) Explain requirements for student behavior and performance.
 - c) Assess the likelihood that St. Stephen School can serve the needs of the child.
 - d) Explain expectations of parent(s)/guardian(s) involvement in child's education, volunteer opportunities, and tuition payment obligations.
 - e) Emphasize the mission of St. Stephen School.
7. Principal confers with teacher(s).
8. Principal sends a letter to the parents regarding acceptance at St. Stephen School.
9. Registration/Emergency documents must be completed before student enters school.

If student is offered acceptance. . .

1. Follow the FACTS Registration Instructions for a New Student (attached).
2. Purchase uniforms from J.B. Pride Uniforms, prior to school's opening, as well as required supplies. (List provided by teacher.)
3. Complete all mandated medical forms. Student must be current with immunizations. Entering school may be denied if student is delinquent in this matter.
4. Ensure child reads books on summer reading list.
5. Complete all forms sent during August mailings.

For student entering mid-year...

- a) Submit records from current school.
- b) An assessment test will be given by appointment.
- c) Admission of student is at the discretion of the Principal after conferring with teachers and examination of current school records and assessment test.
- d) Admission is contingent upon successful completion of a six week probationary period. Probation is based on academic and behavioral performance.

Pre-K students. . .

1. Please circle your first and second choice of days desired on application form. Please note that 5 day slots will be filled first. Alternate day requests will be filled on a first come basis. You may be required to change to alternate days.
2. Pre-K students must be 3 by October 1st.
3. Pre-K students must be toilet trained and able to take care of all of their bathroom needs independently.
4. All Pre-K Classrooms teach "Kindergarten Readiness" for students that are age appropriate to move up.
5. Requests for a specific teacher will be taken into consideration, but cannot be promised. Class assignments will be announced before Pre-K Visiting Day and are final.

"Shadowing" (Junior High Only)...

If you would like your child to "shadow" a student for a day at St. Stephen School, we will arrange for him/her to spend the day here matched up with one of our current 7th graders. To do this, your child will need a note from his/her school principal agreeing that your child can spend the day here.

NON-DISCRIMINATION POLICY: St. Stephen School in the Diocese of Worcester admits students of any race, color, religion, national and ethnic origin to all the rights privileges, programs and activities. We do not discriminate on the basis of race, color, religion, national and ethnic origin in administration of our educational policies, admissions policies, scholarships, athletic and other school administered programs.