



St. Timothy School

## **PRE – KINDERGARTEN APPLICATION**

Dear Prospective St. Timothy School Family,

Thank you for your interest in St. Timothy School. We are a Catholic Elementary School, grades Pre-Kindergarten through 8<sup>th</sup> grade, located in West Los Angeles at the corner of Pico Blvd. and Beverly Glen Blvd. We are dedicated to the education of children academically, emotionally, and spiritually, with the commitment of nurturing the education of the *whole* child. It is our wish to encourage each child to embrace the love of learning and a life of learning. We welcome students and families of all faiths and value our diverse community.

St. Timothy School offers a challenging curriculum and a variety of extracurricular programs. Please browse through our website to familiarize yourself with our school community at [www.sttimothy.org](http://www.sttimothy.org).

We recommend all applicants attend our Open House in October. You will have the opportunity to visit our classrooms and meet our teachers who will speak more specifically about their grade level curriculum.

Please make note of the important dates for the application process and do not hesitate to call or email me if you have any questions.

Thank you again for your interest in St. Timothy School and I look forward to meeting you.

Sincerely,

Yolanda Oleniacz  
Director of Admissions  
St. Timothy School  
310-474-1811 ext.42  
[admissions@sttimothy.org](mailto:admissions@sttimothy.org)



St. Timothy School

## ***Saint Timothy Pre-K Program***

### **Admission Policy**

Enrollment in St. Timothy Pre-K Program is open to children who will reach their fourth birthday by December 1<sup>st</sup> and after an assessment is done by Director and Chancy & Bruce Educational Resources, Inc. Children will be assessed on social skills and their current developmental level. All children must have current immunizations in accordance with the California Department of Health Services. Children of the required age group are welcome regardless of race, creed or color. Preference is given to St. Timothy Church parishioners who are active in the parish, siblings of children who are currently or were enrolled in St. Timothy School, and to children who intend to continue into the K-8<sup>th</sup> grade levels.

The St. Timothy Pre-K Program is designed to meet the needs of four-year old children in the following areas: academically, cognitively, spiritually, emotionally, physically and socially. We will provide for these needs in a safe, caring, nurturing Catholic Christian environment. Curriculum is developed to meet the needs of the children in preparing them for Kindergarten.

Application and tuition fees are set by the administration of St. Timothy School. Application fees are non-refundable.

There will be a morning and afternoon snack provided daily. The children must bring a sack lunch or order hot lunch from the lunch program at an additional cost. Children will have a rest time of one and one-half hours, or more, depending on their needs.

Prescription medicine for non-contagious conditions will be given to the Director and placed in a secure space for administering ONLY if a Medication Authorization and Permission Form has been completed, signed and dated by a parent and physician.

St. Timothy Pre-K Program operates within the same days and hours of St. Timothy Elementary School. Children must be walked into the class and signed in as well as out by an adult. Hours of operation are as follows: full days, 7:55 am to 3:00 pm and half days, 7:55 am to 12:00 pm. Before school care is available from 7:15 am to 7:55 am and after school care until 6:00 pm. See school calendar for full and half days. There will be a total of 180 days of instruction. School will be closed on holidays and during Christmas and Easter break and during the months of July and August.



## St. Timothy School

### IMPORTANT DATES

October 5, 2009	Applications available
October 8, 2009	<b>OPEN HOUSE</b> - 6:30PM – 8:30PM
November 4, 2009	School Tour – 9-10AM
December 2, 2009	School Tour – 9-10AM
<b>December 18, 2009</b>	<b>Applications Due with \$75 Fee (\$20 late fee)</b>
January 15, 2009	Administrator's Evaluation (if applicable)
January 9 and 16	Assessment testing scheduled for applicants
February 19, 2009	Letters of Acceptance are mailed

## Pupil Information Form

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### *Pupil*

Last Name _____	Birth date _____
First Name _____	Birth Place _____
Middle Name _____	Social Security# _____
Address _____	Child's Religion _____
City _____	State _____ Zip _____
Home Phone _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

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### *Mother*

*If you are not the child's mother, please indicate your relationship to the child*

Last Name _____	Birth date _____
Maiden Name _____	
First Name _____	Birth Place _____
Middle Name _____	Occupation _____
Address _____	Social Security # _____
	Mother's Religion _____
City _____	State _____ Zip _____
Home Phone _____	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married
Work # _____	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Deceased
E-mail _____	Driver's License _____

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### *Father*

*If you are not the child's father, please indicate your relationship to the child*

Last Name _____	Birth date _____
First Name _____	Birth Place _____
Middle Name _____	Occupation _____
Address _____	Social Security # _____
	Father's Religion _____
City _____	State _____ Zip _____
Home Phone _____	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married
Work # _____	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Deceased
E-mail _____	Driver's License _____

# Pupil Information Form

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## *Enrollment Information*

Grade Entering \_\_\_\_\_

Date of Registration \_\_\_\_\_

Previous School \_\_\_\_\_

Your Local Public School \_\_\_\_\_

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## *After School Arrangements*

What arrangements do you have for your child after school? \_\_\_\_\_

\_\_\_\_\_

If your child is picked up after school by someone other than you, please indicate the Names of the drivers or transportation service.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Will your child be taking the bus?       Yes       No

Will your child be going to Day Care?       Yes       No

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## *Other Information*

What Church does your family attend? \_\_\_\_\_

Does your child have documented Learning Disabilities or IEP? \_\_\_\_\_

Does your child have documented Behavioral Concerns? \_\_\_\_\_  
(ADHD, ADD, etc.)

Are you applying to another school?       Yes       No

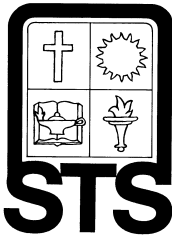
If yes, what school? \_\_\_\_\_

Why did you want your child to attend St. Timothy's? \_\_\_\_\_

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Thank you!



St. Timothy School  
10479 West Pico Blvd.  
Los Angeles CA 90064  
310 474-1811

## Family Demographics Questionnaire

1. Please check all the people living in the child's primary home:

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Biological Mother | <input type="checkbox"/> Full Brother | <input type="checkbox"/> Grandmother       |
| <input type="checkbox"/> Biological Father | <input type="checkbox"/> Half Brother | <input type="checkbox"/> Grandfather       |
| <input type="checkbox"/> Step Mother       | <input type="checkbox"/> Step Brother | <input type="checkbox"/> Great Grandmother |
| <input type="checkbox"/> Step Father       | <input type="checkbox"/> Full Sister  | <input type="checkbox"/> Great Grandfather |
| <input type="checkbox"/> Guardian          | <input type="checkbox"/> Half Sister  | <input type="checkbox"/> Aunt              |
| <input type="checkbox"/> Family Friend     | <input type="checkbox"/> Step Sister  | <input type="checkbox"/> Uncle             |
|  |                                       | <input type="checkbox"/> Cousins           |

2. Please list the number of people from the following age groups living in the child's primary home:

- |                                      |                                      |  |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> 0-5 years   | <input type="checkbox"/> 16-20 years | <input type="checkbox"/> 41-50 years   |
| <input type="checkbox"/> 6-10 years  | <input type="checkbox"/> 21-30 years | <input type="checkbox"/> 51-60 years   |
| <input type="checkbox"/> 11-15 years | <input type="checkbox"/> 31-40 years | <input type="checkbox"/> over 60 years |

3. Number of children attending the following:

*Elementary School:*

\_\_\_ Public

\_\_\_ Private

*High School:*

\_\_\_ Public

\_\_\_ Private

*College:*

\_\_\_ Public

\_\_\_ Private

4. *Marital Status*

*Mother:*

Married

Separated

Divorced

Remarried

Widowed

Other \_\_\_\_\_

*Father:*

Married

Separated

Divorced

Remarried

Widowed

Other \_\_\_\_\_

5. *Level of Education:*

*Mother:*

High School

Some College

College Degree

*Father:*

High School

Some College

College Degree

Highest level of education \_\_\_\_\_ Degree

6. *Extended Family: Please mark the number of extended family members (i.e. aunts, uncles, cousins, grandparents) who live within a 50 mile radius of the child's primary home:*

0-5

6-10

11 or more

7. *Employment:*

*Mother*

- Unemployed - by choice
- Unemployed – in transition
- Working out of home
- Employed

*Father:*

- Unemployed - by choice
- Unemployed – in transition
- Working out of home
- Employed

8. *Please indicate the total family income*

- Under \$20,000
- \$20-30,000       \$41-50,000       \$61-70,000       \$81-90,000
- \$31-40,000       \$51-60,000       \$71-80,000       \$91-100,000
- over \$100,000

9. *Religious Associations*

*Religion of Mother* \_\_\_\_\_

- Attends worship
- Weekly
- Occasionally
- Twice a month
- Special Occasions
- Never

*Religion of Father* \_\_\_\_\_

- Attends worship
- Weekly
- Occasionally
- Twice a month
- Special Occasions
- Never

*We worship regularly as a family*       yes  no  
*We attend other religious activities*       yes  no

10. *Ethnic/Cultural Heritage*

- African American       Asian       Latin/Hispanic       Pacific Islander
- American Indian       Caucasian       Middle Eastern       Filipino

11. *Languages spoken in the home:*

Major Language \_\_\_\_\_

Other Languages \_\_\_\_\_

12. *Academics and Leisure*

- Formal Tutoring       Reading (hrs. per week)       Television
- (subject)\_\_\_\_\_       Musical Instrument       Day Trips
- Parish Activities       Voice       Museum Trips
- Community Service       Boy / Girl Scouts       Computer for academics
- Sports (specify)\_\_\_\_\_       Sporting Events       Computer for entertainment

13. *Family involvement in organized cultural organizations or events – please describe:*

\_\_\_\_\_

\_\_\_\_\_

*Child's Name* \_\_\_\_\_

*Date* \_\_\_\_\_



**St. Timothy School**  
**10479 West Pico Blvd.**  
**Los Angeles, CA 90064**  
**310-474-1811**

**ADMINISTRATOR EVALUATION**

Please have this form completed by your current school Administrator and mailed to St. Timothy School.

Student's Name (please print) \_\_\_\_\_  
Last First Middle  
 School \_\_\_\_\_ School's Phone \_\_\_\_\_

<b>Family Information</b>	<b>Consistently</b>	<b>Usually</b>	<b>Sometimes</b>	<b>Rarely</b>
Communicates openly with school?				
Participates in school activities?				
Cooperates with classroom teachers?				
Cooperates with administration?				
Follows the rules and policies of the school?				
Has realistic expectations for their child?				

Does this student's record at your school contain: (Please explain any YES answers)

Documented Learning Disabilities or IEP? \_\_\_\_\_

Documented Behavioral Concerns? \_\_\_\_\_  
 (ADHD, ADD, etc)

Extraordinary Health or Medical Concerns? \_\_\_\_\_

Extraordinary Disciplinary Problems? \_\_\_\_\_  
 (suspensions, Frequent infractions, etc.)

We welcome any other information that you think would be helpful. Your professional comments are held in strictest confidence.

\_\_\_\_\_  
 \_\_\_\_\_

Administrator (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



As a Catholic School, St. Timothy is committed to educating the whole child, mentally, physically and spiritually. All families enrolled at St. Timothy are therefore expected to be active members of their community. We therefore ask that you have this form completed by your priest or minister. If you are a member of St. Timothy Church, you only need to check the space on the form, and we will verify the records.

Student's Name: \_\_\_\_\_

I am an active member of St. Timothy Church.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

My child's name is: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

I am a member of the congregation below. (Please have your pastor sign this form below and return it with your enrollment packet.)

Denomination and Church: \_\_\_\_\_

Church Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Church's Phone: \_\_\_\_\_

This family is active in our church or congregation: \_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature



**St. Timothy School  
10479 West Pico Blvd.  
Los Angeles, CA 90064**

**To: School Parents and New Applicants**

**From: Father Paul Vigil, Pastor, and Iselda E. Richmond, Principal**

**Subject: Tuition Policy for St. Timothy Parishioner Rate**

An active member of St. Timothy parish is one who is officially registered in the parish and is a regular participant in Sunday worship. An active parishioner is one who is involved in parish activities, and is making financial contributions on a regular basis.

Any family who wishes to receive the St. Timothy Parishioner rate for tuition must show active parishioner status for a minimum of one year prior to January 1st of the year they are re-registering/applying to St. Timothy School.

Each family who is receiving the parishioner discount will be expected to donate at least \$1,000 from January 1st to December 31st of that calendar year.

Every school family's status will be reviewed each January for the St. Timothy Parishioner Rate. This will be verified with church records and envelope number. If there is a change in status, the family will receive a letter explaining the review.

## Pre-K Fee Schedule 2010-2011

**Application Fee: \$75 (cash, check or money order payable to St. Timothy School by deadline date or \$20 late fee)**

Enrollment Fee	\$200
Yearly Tuition	\$8,000

Other **required payments** include:

1. PTA dues of \$50.00, due by the first day of school
2. Required fundraising of \$300, comprised of \$200 in Candy/Gift wrap Fundraiser sales (or \$100 cash donation) **and** \$200 in raffle ticket sales for "Raffle Mania".
3. Thirty (30) Service Hours throughout the school year, **of which 15 hours must be completed in any of the following areas:** PTA Board, Annual Fund Committee, and/or Marketing Committee. Of the total 30 service hours, the first fifteen (15) hours of service must be completed by December 31, 2010 and the remaining fifteen (15) hours of service must be completed by May 15, 2011. Families will incur a charge of \$10.00 per hour not completed by the specified deadline.
4. There are three (3) required meetings per school year. A minimum of one (1) parent/guardian/family representative is required to attend **all** of the following three meetings: Back to School Night, Principal's Social, **and** Spring PTA Meeting. Failure to attend the meetings as described above will result in a \$50 fee per unattended meeting.

These obligations are per family, not per child. If these obligations are not paid when due directly to St. Timothy School PTA, the required amounts will be billed through FACTS Tuition Management Services in addition to the regular monthly payment.

All checks returned for insufficient funds will be charged a \$25.00 fee.

**Tuition payments are payable to:  
FACTS Tuition Management Services.**

**Discounts:** I may deduct \$100.00 from my annual tuition if I pay the entire year in advance before September 1st.

# St. Timothy School



We are aware that parents today have many choices as to where to educate their child.

We believe that a St. Timothy School education makes the difference.

You may already know of families who are looking for a school that will provide this quality of education for their child. Please list the names of these families so that we may send them an informational brochure.

Thank you!

Name: \_\_\_\_\_  
Mr./Mrs./Ms.                      First                      Last

Address: \_\_\_\_\_  
Street                                      City                                      State                                      Zip

Interested in grade: \_\_\_\_\_

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Name: \_\_\_\_\_  
Mr./Mrs./Ms.                      First                      Last

Address: \_\_\_\_\_  
Street                                      City                                      State                                      Zip

Interested in grade: \_\_\_\_\_

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Name: \_\_\_\_\_  
Mr./Mrs./Ms.                      First                      Last

Address: \_\_\_\_\_  
Street                                      City                                      State                                      Zip

Interested in grade: \_\_\_\_\_

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Name: \_\_\_\_\_  
Mr./Mrs./Ms.                      First                      Last

Address: \_\_\_\_\_  
Street                                      City                                      State                                      Zip

Interested in grade: \_\_\_\_\_



## APPLICATION PACKET - PRE-K

### CHECK OFF LIST

Have you filled out and included the following?

- Pupil Information Form
- Family Demographics Questionnaire
- Given Administrator Evaluation Form  
(if applicable) to previous school
- Religious Participation Form
- \$75 Application Fee