

# Admissions Process & Policies



## Steps in the Admissions Process

1. Take a personal tour
2. Apply online through our secure application site. To access the application, visit our website.
  - a. The application fee for each child is \$25. The application fee is non-refundable and non-transferable. This fee covers processing of the application and academic testing.
3. Submit/upload the admissions paperwork with the application. (see the Application Checklist enclosed)
4. Schedule your child's Shadow/Assessment Day.
  - a. Once your application has been submitted, a representative from the Admission Office will contact you to schedule a shadow and assessment day. These assessments will measure reading, writing, and math achievement for grades 1-8. NDCS Kindergarten Readiness Assessments for children entering kindergarten are also scheduled once an application is received.
  - b. If a student has any special needs, additional testing may be required in order to determine if the child's academic and behavior needs can be met at NDCS. Copies of support plans, IEP's and/or medical documentation is required.
5. Acceptance decisions will be sent out in early March via email.
6. Complete the Online Application once a student is accepted.

## Admissions Policy

The open admission policy of Notre Dame Catholic School (NDCS) allows no person to be discriminated against on the basis of race, color or ethnic origin, nor is the staff hired or assigned on the basis of race, color or ethnic origin.

Although, we wish we could give admission to everyone that desires to come to NDCS, there are several factors that may prevent us from offering your child admissions. Academics, our learning assessment, space availability, and/or our ability to meet the child's academic and behavior needs. Assessments are administered at NDCS for prospective students in grades Kindergarten – 8<sup>th</sup>. The prospective students in grades 1st-8th are required to visit NDCS for an entire school day, spend some time in the classroom with a host student, and take their assessments (Shadow Day). Priority is given to children who have brothers or sisters currently enrolled at NDCS.

Students attend Notre Dame Catholic School by invitation. The invitation to attend may be withdrawn at any time if a student exhibits behavioral or academic difficulties. The Admissions Committee is responsible for the final decision in the acceptance of new students and re-registration of current students.

Parents will be notified via email when a child is accepted. The application process can take 1-30 days. After acceptance to NDCS, there is a \$100 non-refundable and non-transferable registration fee. This fee secures a spot for your child at our school for the following year. Payment indicates a commitment from your family to our school. If this payment and the application is not received within 30 days of acceptance there is a chance your child's seat will be in jeopardy.

## Age Requirements

Age requirements, according to Florida State Law, are followed. A child must be five (5) years of age on or before September 1 of the current school year to be admitted to kindergarten. In order to enter first grade, a child must have satisfactorily completed kindergarten and be six (6) years of age on or before September 1 of the current school year. Exceptions may be made for out of state transfers.

## Immunization and Health Exam Policy

No child will be admitted without a thorough physical examination (less than 365 days from the start date of the school). In addition, every child must be immunized according to current Florida State Law. Students entering 7th or 8th grade, must submit proof from their physician of having received immunization Tdap. Proof of immunizations and physical exam are due before entry into NDCS. The Diocese of St. Petersburg does not accept any Religious Exemptions.

## Waiting Pool

Once a class has reached capacity, qualified applicants are placed in a waiting pool. When an opening arises in a particular grade, the Admissions Committee reconvenes to determine if a candidate in the waiting pool will fill the position.

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### OUR MISSION

We, Notre Dame Catholic School, a Eucharistic community, acknowledge that each student is a unique child of God. We instill a strong academic foundation, in a Christ-centered environment, nurturing body, mind, and spirit for life-long service to others.