



Dear Parents:

Thank you for your interest in St. Martin of Tours School. We are a Catholic co-educational elementary school for students in grades Kindergarten through Eight founded in 1954. St. Martin of Tours has a rich history of educating and nurturing the whole child. We strive to educate the heart and mind of our students by offering a challenging academic program infused with gospel values and guiding each student to reach their full potential. We also offer a wide variety of sports and other activities including after-school care. Because of our cooperative spirit, we welcome all faith traditions and welcome you into the St. Martin of Tours family and in so doing; we have an ever-evolving tradition of service to others and responding to the needs of our time. We realize that you, the parents, are the primary educators and hope that you will embrace this journey with us.

To that end, the following procedures have been established to aid us in the admission process.

The **Admission Packet** is mailed upon request beginning in September. Please find included in this packet: the school brochure, the Application for Admission, Forms and Other Information. The Application Form, photocopy of the student's birth certificate and baptismal certificate (if Catholic) and a fee of \$100.00 should be returned to the Admissions Office no later than December 1, 2009.

For **Kindergarten Admissions** your child's age is important to us. It is our policy that students should be five years old by July 1, 2010. The rationale for this policy is that it is our experience that children who enter school at this age perform very well.

Evaluation Dates and Parent Interviews: Your child will participate in a School Readiness Screening by Chancey & Bruce, an educational resource company. They have been providing assessments services since the early 1980's. This individualized screening will take approximately thirty (30) minutes to administer and is completed on our campus. All applicants (both parents and child) will be interviewed by Mrs. Oswald (principal) at a later date. You will be contacted upon receipt of your application with the date and time of both the assessment and interview.

Transcript and Teacher Recommendations from the applicant's current school are requested as follows:

For Kindergarten: Please have your child's current teacher send us an evaluation of your child's performance. This evaluation should not be completed until after December 1, 2009 but before February 1, 2010.

For Grades 1-8: Please have your current school submit a transcript and report card from the previous year and the current first semester (or quarter) report card along with the Teacher recommendation. This should be submitted by February 1, 2010.

An **Open House** is scheduled for Wednesday, October 21, 2009 from 8:30am-10:30am. You will have an opportunity to meet both students and parents and visit the classrooms while school is in session. Also, for those interested in Kindergarten, a brief presentation about our program will be given at 8:30am and again at 9:15am (please call to confirm which presentation time is convenient). Also, if you are interested in a private tour of the school, please feel free to contact me and I will be more than happy to assist you.

Lastly, **Acceptance Letters** notifying applicants of the decisions of the Admissions Committee will be mailed by March 12, 2010.

Again, on behalf of St. Martin of Tours School, I thank you for your interest and look forward to meeting you in the coming weeks. I hope that many of your questions have been answered in this packet; however, should you have any other questions or concerns, please feel free to contact me.

Sincerely,

Michelle Berlin
Admissions Coordinator
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