



## **Admissions Procedures for Parents Applying for School Year 2021 – 2022**

Thank you for your interest in St. Peter School, the Key to Educational Excellence Since 1868!

### **Admissions Information and Dates**

**Open Houses:** Due to COVID-19 restrictions, there will be **NO TRADITIONAL IN-PERSON OPEN HOUSES THIS YEAR**. We will have virtual Open Houses via Zoom on Friday, November 6 and Friday, December 4. Please email Debbie Duff, coordinator of school programs, [dduff@stpeterschooldc.org](mailto:dduff@stpeterschooldc.org), for the Zoom link. If you can't make those dates, Mrs. Duff is available for a personal telephone call or Zoom meeting. Email her to schedule. Also please check out this VIRTUAL TOUR of the building. We have started the year in hybrid mode, so there are students, faculty and staff on site.

**Admissions Application: TADS application opens October 1, 2020.** Access the application link under Admissions/Application for Admission on the St. Peter School home page ([www.stpeterschooldc.org](http://www.stpeterschooldc.org)).

**Admissions Application Deadline:** January 15, 2021

- TADS will list all required supporting documents, based on the grade/s to which you are applying.
- Teacher recommendations for new applicants are to be completed separately and sent directly from the previous school or teacher. This year, the preferred way to receive is to scan and email to Debbie Duff, coordinator of school programs, [dduff@stpeterschooldc.org](mailto:dduff@stpeterschooldc.org). Try not to use regular mail. (See [www.stpeterschooldc.org](http://www.stpeterschooldc.org), Admissions, Teacher Recommendation Forms for copies.)
- Applications are considered complete when all of the following components are submitted: application, transcripts, teacher recommendations, birth certificate, baptismal certificate (where appropriate) and health forms (found within the online application). Students applying to PK-4 and Kindergarten are not expected to have transcripts, but any performance summaries provided to parents during the school year would be helpful.

**New Student Testing, Grades 2-7:** STAR Reading and Math tests will be administered ONLINE in January 2021. Mrs. Duff will be in touch once your child's application has been received.

**Pre-K & K Admissions Playgroups:** Traditional Saturday playgroups for applicants WILL NOT BE HELD this year.

**Student Visits, Grades 1-7:** In-person shadow days WILL NOT BE HELD this year.

**Decision Letters Sent:** February 26, 2021

**Commitment to Enroll:** March 12, 2021

**Financial Aid:** Application opens October 1, 2020 and is due by Friday, February 19, 2021.



## **Admissions Policies**

When all admissions criteria are equally met, and the application process is completed by the stated deadline, St. Peter School, as a member school of the Archdiocese of Washington, will give preference for admission according to the following criteria:

- the siblings of currently registered students who continue to meet school standards;
- active (generally one-year registration and contribution/activity record) parishioners in one of our supporting parishes (St. Peter's Church, the home parish; St. Joseph's; St. Dominic's; St. Mary Mother of God; St. Patrick's; the Cathedral of St. Matthew the Apostle; Epiphany Catholic Church; and St. Frances de Sales) or another parish in the Archdiocese of Washington;
- children of active Catholic parishioners outside of the Archdiocese of Washington who have moved to the area; and
- non-Catholic students.

These criteria become especially important for our most competitive applications for PK-4 and Kindergarten.

Other important admissions factors:

- final approval of the principal;
- acceptable school records (academic, social, psychological and attendance);
- predetermined class size;
- boy/girl ratio in a class; and
- compliance with all ADW policies and/or having an outstanding tuition balance at another ADW school.

## **Additional Policies**

Archdiocese of Washington schools may not discriminate on the basis of any legally protected status, including race, sex (unless traditionally a single-sex school), or national origin.

School administration reserves the right to place students in a class consistent with the results of the student's prior academic records and admissions testing.

A lack of available spots may require a waiting list to be established. In such a case, when all admissions criteria are equally met, a waiting list will be generated for each class, based on those families meeting the admission criteria outlined above.

Attending a Zoom open house or scheduling a separate telephone or Zoom call with the coordinator of school programs is encouraged but not required.



We welcome the diversity brought to our school community by the presence of non-Catholic students. Non-Catholic students are expected to participate in the religious education programs of the school and attend school Mass and other religious functions held during the school day.

If transferring from another Archdiocese of Washington school, the applicant may not apply until the principal consults with the principal from the former school in order to ensure no behavioral/safety concerns exist and all financial obligations are current. The applicant may not enroll until all financial obligations at the former school have been resolved.

All students entering the PK-4 program must be toilet trained. This is a condition of acceptance into the PK-4 program. No diapers or pull-ups are allowed.

### **Required Documents/Testing**

Each family seeking application to St. Peter School must file an application and comply with current testing requirements. As stated in TADS, prospective families must provide:

- certificate of birth;
- certificate of baptism (as appropriate);
- academic transcripts (not required for PK-4 and K);
- standardized test scores, if available;
- teacher recommendations (scan and email directly to coordinator of school programs); and
- record of IEP or other accommodation plans (if applicable).

School records and results of prior academic testing must be submitted before final approval of acceptance is given. Parents are required to supply all pertinent information having impact on the school's ability to provide for the child's needs. Additional academic and/or psychological evaluation may be required at the discretion of the principal.

### **Age Requirements**

The Catholic Schools Office of the Archdiocese of Washington requires that:

- students entering PK-4 must be four years of age by September 30 of that year;
- students entering Kindergarten be five years of age by September 30 of that year;
- students entering Grade 1 be six years of age by September 30 of that year.

No exceptions.

### **Special Needs**



St. Peter School recognizes the unique gifts within each child. In an effort to foster continued growth, the school embraces the opportunity to serve students with special needs **so long as the resources to do so are available within the school**. Parents are considered an integral part of the process. In order to accommodate a student who has been evaluated for special learning needs, parents must share educational and/or psychological testing results and any resulting recommendations with the school. A student with special needs may be admitted on a probationary basis.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP) or other plan must be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through an assistance plan determined by St. Peter School administration and faculty. The refusal to provide previously documented information is grounds for terminating enrollment in the school.

Students with disabilities are expected to follow the school's policies and procedures.

### **Tuition/Payment Plans**

St. Peter School is supported by tuition, the contributions of parish and school community members, and other gifts to the school.

Tuition rates for the school year are set annually. Rates for the current school year are available at the time of application and for the upcoming school year at time of enrollment. Discounted parishioner rates for active parishioners (generally a one-year registration and contribution/participation record at an SPS-supporting parish; other ADW parish; or parish outside of the Archdiocese of Washington for families just moving to the area) are available as shown in the schedule below for School Year 2020 – 2021. Note: Active status as stated above will be verified by St. Peter School with the appropriate ADW church offices.

#### **2020 -2021 Tuition**

- Grades 1 – 8, Active parishioner rate                      \$13,100
- Kindergarten, Active parishioner rate                      \$15,000
- PK-4, Active parishioner rate                                  \$16,100
- PK-4 – Grade 8, Non-active parishioner rate              \$16,500

**May 1 is the official tuition binding date. Parents who have enrolled but choose to withdraw their child(ren) for any reason at any time after MAY 1 will be responsible for full tuition payment for the following academic year.**

The following payment plans are available:

- Full Tuition: Full tuition payment is due on or before June 1.



- Standard Plan: One half of the full tuition is due on or before June 1; second half of full tuition is due on or before November 1.
- Ten-Month Plan: Ten monthly installments, June through March. Monthly tuition payments are made through TADS tuition management system. Registration for TADS must take place in May so the account is set up to begin payments in June. There is a small fee for the monthly plan.

### **Fees**

- A non-refundable application fee of \$75 per student for new students, due at time of application.
- A non-refundable, one-time registration fee of \$325 per family, due at the time of enrollment.
- A non-refundable Home School Association fee of \$50 per student, due at time of enrollment.
- A non-refundable \$1,000 enrollment deposit required for each new student due at time of enrollment **AND APPLIED TO TUITION.**

All instructional fees are included in the tuition rate, which includes books, technology, and all instructional resources and materials. Parents are asked to pay for field trips and a general supply packet at the start of the school year. Parents are also encouraged to participate in the Annual Giving Campaign in the fall and the annual school Auction/Gala in the winter/spring.

### **Tuition Assistance/Financial Aid**

Tuition assistance is available to those with demonstrated need through the Archdiocese of Washington (ADW) and St. Peter School. This year, new families must apply through ADW by Friday, February 19, 2021. The application link is available on the school web site, under the Admissions tab. After applying through ADW, there is no need to apply through St. Peter School. New parents can access the tuition assistance application at this link: [www.mytads.com](http://www.mytads.com).