

## ST. JAMES EPISCOPAL DAY SCHOOL

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Linda S. Chauviere, HEAD OF SCHOOL



### 1st - 5th GRADE ADMISSIONS INFORMATION

At St. James Episcopal Day School, we view the admissions process as a collaborative venture in which we work closely with you, the parents, as you choose the school that is best for your child. Parents must consider a child's strengths, needs, and goals and how they fit with the school to which the child is applying. Nothing communicates the warm, loving environment of St. James like a visit to our campus. We encourage you to visit during the school day, to peek into classrooms, and to watch the teachers and students in action.

St. James Episcopal Day School is a ministry of St. James Episcopal Church. Priority for available places is given to children of parishioners in good standing, siblings of currently enrolled St. James students, and siblings or children of St. James graduates. St. James accepts students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities of the school.

### ADMISSIONS CALENDAR

January 30	Deadline for completed applications to be turned in to admissions office
March 15	Registration materials and enrollment contract mailed to accepted applicants
April 1	Deadline for enrollment contract and applicable fees to be turned in to admissions office

*While anyone who completes the admissions process after January 30 is considered for enrollment, they are placed in a waiting pool to be accepted as openings occur.*

### INSTRUCTIONS

Application Form and Fee	Please complete and return the application form to the admissions office. A non-refundable \$50.00 application fee must accompany each child's application.
Admissions Screening	To be considered for admission to St. James, children must be screened (tested). Screening days are scheduled during the fall prior to the application deadline. A \$50.00 fee is due on the date of the screening.
Parent Questionnaire*	Complete the questionnaire carefully and thoroughly and return it to the admissions office.
Teacher Recommendation*	Please give the teacher recommendation form to your child's current teacher and ask that it be returned directly to the admissions office.
Student Transcript/Grade Report	Provide St. James with the most recent academic transcript from your child's current school by completing the transcript release form and sending it to the current school.

*The application process is not complete until all of the above are received by the admissions office.*

*\*The application form is enclosed. The parent questionnaire and teacher recommendation forms will be mailed to you at a later date if they are not included in this packet.*

### **EXTENDED CARE (3:05-5:30 PM)**

An after school care program is provided for children in all grades and is available until 5:30 p.m. Early morning care is also provided beginning at 7:30 a.m. See the enclosed form for more information.

### **FINANCIAL AID**

Families who are interested in applying for financial aid should indicate their interest on the back of the admissions application form. Financial aid materials will be mailed with acceptance letters.

### **SCHOOL ACCREDITATION/MEMBERSHIPS**

St. James Episcopal Day School is an independent school accredited by the Southwestern Association of Episcopal Schools and is approved by the Louisiana State Department of Education. Memberships and affiliations include the International Reading Association, National Council of Teachers of Mathematics, Association of Supervision and Curriculum Development, Louisiana Library Association, National Association of Elementary Schools Principals, and Education and Records Bureau.