



# Valley Catholic Elementary School Admissions Information

2012-2013

## TIMELINE

*Valley Catholic Elementary School's admissions process begins, each school-year, with our Open House.*

- Sunday, January 22**  
**1-3 pm**  
**(doors open at 12:30 pm)**
- Open House: 1-3 pm (applications available for the first time)  
*At the Open House, we will provide a general overview of our Elementary School program and its extracurricular offerings, discuss the application procedures in detail, allow you to see the school and meet our teachers, and offer an opportunity to have questions answered.*
- Monday, January 23**
- Applications Available in School Office & Online  
*For those unable to make it to the Open House, applications will be available for pickup in the Elementary & Middle School office. They can also be downloaded at our school's website (<http://www.valleycatholic.org>) beginning on this date.*
- Thursday, January 26**
- Kindergarten Readiness Assessments for Siblings of Current VC Students  
*In order for the school to understand each applicant's readiness for kindergarten, our teachers conduct assessments on this day.*
- Friday, February 10**
- Conclusion of Round One Admissions – Applications Due by 4 pm  
*This is the initial deadline for consideration for enrollment for the 2012-2013 school-year. Applications, financial aid and parish verification forms, grade reports, and other documentation (see application for full details) are due today. Any incomplete admissions packets or packets received after this deadline will not be processed until after all those received by the deadline have been completed.*
- Saturday, February 11**  
**9:30-11 am**
- Readiness Assessments for Applicants for Grades 1-5 & Class Visit Sign-ups  
*All students applying for admissions must attend testing on this day. During this time, parents will also sign up their children, those applying for grades 1 through 5, for a class visit to be made between February 21 and March 2.*
- February 21-24**
- Kindergarten Readiness Assessments  
*In order for the school to understand each applicant's readiness for kindergarten, our teachers conduct assessments during this week. Our school office will be in touch to communicate an appointment time after February 10, once applications have been received.*
- February 21-March 2**
- Class Visits for Grades 1-5  
*Student applicants will visit with their prospective classes. For example, an applicant who will be applying for a second grade spot for the 2012-2013 school-year will visit with one of our current first grade classes as this is the group the student will potentially be joining in the fall.*
- Friday, March 2**
- Admission Notices Sent to Applicants for Kindergarten
- Friday, March 9**
- Admission Notices Sent to Applicants for Grades 1-5  
*Positions are offered as openings occur, which could be immediately if a current family is not returning, later in the spring or summer, or even during the 2012-2013 school-year. Sometimes current families leave during the school-year because of job transfers or other unforeseen reasons. We keep waiting lists for an entire school-year, unless applicants ask to be taken off once the new school-year has started. New waiting lists are created each year. They do not carry over from year to year.*

(more on reverse →)

**Wednesday, April 4**

New Student Registration Deadline

**Wednesday, May 23**

**8:30-10 am**

New Family Orientation

*New parent meeting for students who have been offered and have accepted an open spot for the 2012-2013 school-year.*

We may also accept a second round of applications. Please watch our website to see if we are accepting additional applications for particular grades.

### **ADMISSION DETERMINATION**

The grade-level readiness assessments, classroom visits, and information provided by report cards and test reports from an applicant's current school help us determine if a student meets Valley Catholic Elementary School's academic and behavioral admission criteria. If we do have openings for the 2012-2013 school-year, admission will be granted based on information from the items listed above and according to the following priorities:

1. Siblings of current students attending Valley Catholic Elementary School, Valley Catholic Middle School, or Valley Catholic High School
2. Children of SSMO Ministries Corporation or its affiliates employees
3. Children of Valley Catholic Elementary School or Valley Catholic School alumni
4. Children from practicing Catholic families. For Kindergarten, priority will be given to applicants attending Valley Catholic Early Learning School.
5. Children from non-Catholic or non-practicing Catholic families. For Kindergarten, priority will be given to applicants attending Valley Catholic Early Learning School.

Should you have any questions, please feel free to contact Susan Honeyman, Admissions Coordinator, by phone at (503)718-6501 or by email at [shoneyman@valleycatholic.org](mailto:shoneyman@valleycatholic.org).

### **ADMISSION CRITERIA**

Applications for admission of new or former students are filed during the registration period for the year in which admission is sought. The registration deadline will be designated and communicated on a yearly basis. Applicants must reapply every year.

Students entering kindergarten must be five years of age as of September 1 of the school year in which they wish to enroll. Students are not accelerated through grades as it has been determined to not be developmentally or emotionally appropriate.

New or former students must meet all school admissions requirements. All new or former students will be on a probation period of one semester. During or at the end of this period, an evaluation by the principal and the teacher(s) will determine continued enrollment eligibility. Limited resources compel the school to limit admission to those who are compatible with the school's academic and social standards. Therefore, admission is at the discretion of the school administration. The family of any student(s) who have previously left Valley Catholic Elementary School and are indicating a desire to return must confer in person with the principal. In this meeting, the family will be asked to affirm their support of the mission and philosophy of the school before readmission will be considered.

If a question arises as to a student's specific learning or behavior needs after enrollment, the school will contact the parents and an appropriate assessment will be made. If the administration determines that the school program cannot provide the best education for the special needs of the student, the school will make recommendations to a school that will better serve the student's needs. If it is discovered after enrollment that information about a student that would affect his/her learning has been omitted or misrepresented, and the school discovers that it cannot meet the student's needs, the parent may be asked to withdraw the student and place him/her in another school better equipped to help the student succeed.

If the school determines that a student's behavior is such that his/her education or the education and safety of other students is jeopardized, he/she may be asked to withdraw from the school after consultation with the student's teacher and the student's parents. It is the sole discretion of the school to dismiss students at any time. Maintaining a safe, nurturing school is of paramount importance to us as we carry out our mission.