



CATHEDRAL SCHOOL OF SAINT MARY

APPLICATION FOR ADMISSION
2010-2011

FACT SHEET

Philosophy

As Christian educators we, jointly with each parent, share the privilege and responsibility of facilitating the growth of the whole child. Through our religious and academic program we help to form the spiritual, intellectual, social, and physical development of every student entrusted to us.

History

Cathedral School of Saint Mary is the oldest school in continuous operation in Austin. The rich history of our school parallels with the history of Austin, a history that stretches from the beginnings of state through the bleak years of the Depression and World War II, to the boom of the late twentieth century, when the Austin metropolitan area reached a population of a million. The unique history of the many generations who have attended Cathedral School of Saint Mary is present on our campus. While the building, curriculum, and faculty have changed over the last 144 years, the values we seek to instill in our students remain the same. The Sisters of the Holy Cross order concentrated on the three R's and Catholic Church teachings in order to guide young lives in the path of Christ. Today, lay faculty members emphasize the same traditional values in order to accomplish the same goals: Christian formation and academic success.

Accreditation

Cathedral School of Saint Mary is accredited by the Texas Catholic Education Department, which is recognized by the Commissioner of Education for the purposes of accrediting Catholic schools in the State of Texas.

Demographics

Cathedral School of Saint Mary serves families from 46 different zip codes throughout Central Texas.

910 San Jacinto Blvd.
Austin, TX 78701
512-476-1480
512-476-9922 (fax)
www.smcschoolaustin.org



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Curriculum

Cathedral School of Saint Mary maintains a balanced curriculum in accordance with the Principles and Standards for the Catholic Schools developed by the Texas Catholic Conference Education Department (TCCED). The pre-school curriculum is a developmental program designed to prepare students for kindergarten. The curriculum includes religion, languages arts, mathematics, social studies, science, health, music, Spanish, physical education, art, and computer literacy. Each teacher has a daily written schedule, which is flexible enough to meet the needs of individual students, and follows the prescribed daily and weekly time requirements mandated by TCCED. Co-curricular and extra-curricular instruction includes, but is not limited to, altar server training, choir, athletics, cheerleading, Girl Scouts, Boy Scouts, yearbook staff, art, Student Council and Game Club.

Religion

Religion is the central course in the curriculum designed to bring each student to a personal experience of his faith and deeper knowledge of Jesus Christ. Religion is taught daily, along with Morning Prayer, recitation of the Angelus at noon, lunch prayers, and prayers before dismissal. Students receive the Sacraments of First Reconciliation and First Communion during the second grade. Mass is included in the weekly schedule as a regular part of the school program.

Graduate Statistics

Over the last 12 years, more than 95% of the Cathedral School students who have applied to local private schools have been accepted. Some of these schools include: St. Michael's Catholic Academy, Incarnate Word, San Juan Diego Catholic High School, St. Dominic Savio Catholic High School, and Concordia Academy, as well as the public schools' science and liberal arts academics.

School Hours

The school day begins at 7:50 a.m. for all students. Dismissal for all students is at 3:15 p.m. A teacher is present in the Donahue Center to supervise students from 7:00 a.m. — 7:45 a.m. each morning. Extended care is available from 3:30 p.m. — 6:00 p.m.

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CATHEDRAL SCHOOL OF SAINT MARY

Pre-Kindergarten 3 through 8th Grade

Mission

Cathedral School of Saint Mary, enriches students spiritually, academically, and socially by fostering a diverse community *through, with and in* the teachings of Jesus Christ.

Admissions Criteria

Cathedral School of Saint Mary School accepts children of any race, sex, creed, or national origin, providing the parents agree to submit their child to the rules and regulations adopted by the school. Satisfactory academic and conduct records from the school previously attended are a prerequisite for entry into Saint Mary's. Once records are reviewed by the Principal and deemed acceptable according to the standards set forth, a child may be admitted to the school. The Principal shall decide whether to accept a student or deny acceptance. All new students entering Cathedral School of Saint Mary are accepted conditionally and the parent/guardian must sign the Conditional Acceptance Form. The school will monitor the student's progress and provide a progress report to the parent/guardian. At the end of the time specified on the Conditional Acceptance Form. The Principal shall determine whether enrollment shall be continued or terminated.

Saint Mary's has a qualified, experienced faculty. Individualized instruction is provided to all students. However, students who have serious behavioral, learning, or physical problems that require specially trained personnel may be refused admission.

In order to enter first grade, a child must be six years old on or before September 1. Age must be verified by an official birth certificate. In accordance with this policy, on or before September 1:

- Pre-kindergarten 3 students must be 3 years old
- Pre-kindergarten 4 students must be 4 years old
- Kindergarten students must be 5 years old
- First grade students must be 6 years old

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ADMISSIONS CHECKLIST

All items must be completed/attached, Pre-Kinder through Grade 8 as stated, prior to the application being accepted in the school office.

Application/Request for Enrollment

The parent or guardian of the student should complete the Enrollment Application. Return application to the school office with the non-refundable application fee per student. Registration fee is due upon notification of acceptance.

Birth Certificate, Immunizations and Social Security Card

The parent or guardian should provide a copy of the applicant's official birth certificate, up-to-date immunization records and social security card to the registrar. ***These documents must be provided before the application will be submitted to the admissions committee.*** Note: Children must have received all required immunizations prior to enrolling at Cathedral School.

Baptismal Certificate

The parent or guardian should provide a copy of the applicant's Baptismal Certificate (only applies if Roman Catholic).

Custody Papers

The parent/guardian must provide copies of your **official** custody papers (only in the case of a divorce) to be filed in the student records.

Survey of Special Needs

The parent or guardian should complete this form and forward it and any diagnostic testing results to the registrar's office.

Teacher Recommendation (entering 1st - 8th grade)

The parent or guardian should give the Confidential Questionnaire form to his or her child's current teacher to be returned directly to registrar's office.

School Records (entering 1st - 8th grade)

The parent or guardian should provide a copy of their child's standardized test scores (TAKS, Iowa Basic Skills, SAT10, etc.) and the current year and last year's report card. Once enrollment has been granted the school registrar will request the official transcript.

Admissions Screening

The principal will review all school records and meet each applicant entering 1st - 8th grade. Each applicant applying for admission is required to take the entrance exams designed for that particular grade level. Parents will be notified by the registrar's office as to the time of the screening.

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CATHEDRAL SCHOOL OF SAINT MARY

REGISTRATION AND TUITION SCHEDULE
2010-2011

Registration:

2010 - 2011 Registration News: Anyone who registers their child before **MARCH 1, 2010** for 2010 - 2011 school year will automatically be granted 2009-2010 tuition rates!

2010 - 2011 Tuition Schedule is in working progress at this time. If you have any questions or concerns, please contact the school office at 476-1480. Thank you!

Registration Payment options: 1) Payment in full of \$375.00 due with application forms on February 26th 2) three installments: 1st installment of \$135.00 due with application on February 26th, 2nd installment of \$135.00 due Monday, March 22nd and final installment of 130.00 due Monday, April 19th. *If the registration fee is not received according to your chosen payment schedule, the regular registration fee will apply.*

*There is a **non-refundable one-time Application Fee** of \$50.00 for new families, which is due with application. **Registration Fees are non-refundable** once student has been accepted for the 2010-2011 academic year. Registration Fee covers textbooks, testing, technology, and administrative fees. For enrollment in Kindergarten, there is a **non-refundable fee of \$50.00** for school supplies.

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APPLICATION FOR ADMISSION
2010-2011

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2010 - 2011 Tuition Schedule is in working progress at this time. If you have any questions or concerns, please contact the school office at 476-1480. Thank you!

(2009-2010 tuition rates)

Classes	Yearly Tuition per Student	10-Monthly Payments	12- Monthly Payments
Pre-Kinder (3 & 4 year olds)	\$5,275	\$527.50	\$439.58
Kinder	\$4,975.00	\$497.50	\$414.58
1st - 8th Grade	In Parish: \$4,185.00*	\$418.50	\$348.75
	Non-Parish: \$5,135	\$513.50	\$427.91

Student Discounts:

- 2 Children** \$500 Per year per family*
 - 3 Children** \$ 1,500 per year per family*
 - 4 Children** \$2,000 per year per family*
- * (2009-2010 discount schedule)

Sibling discounts are applied to tuition prior to any prepayment discount.

Sibling discount does not apply to students who are approved for tuition assistance. TADS already figures in discount if there are more than one child in a family applying.

****To qualify for In-Parish status, families must be registered and contributing parishioners of Saint Mary Cathedral Church for at least five months prior to entering Cathedral School of Saint Mary. To retain In-Parish status, families must contribute a minimum of \$1,000.00* per calendar year (approximately \$84.00 per month) to Saint Mary Cathedral Church. If calendar year contributions do not meet the contribution requirement, tuition rates will be adjusted from Parishioner to Non-Parishioner. Re-qualification for the parish rate may be established for the following school year.**

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* 2009-2010 Contribution Schedule.



CATHEDRAL SCHOOL OF SAINT MARY

APPLICATION FOR ADMISSION
2010-2011

Payment Plan Options:

Monthly payments for 10 months beginning July 2010, and ending April 2011. Monthly payments can also be extended to a 12 month period **if** payments start in June and end in June 2011.

- a. ACH - direct debit from designated account
- b. Credit Card/Dependent Care Card
- c. Other forms of payment require written permission from the administration.

Please note, that we are not always able to stop bank drafts on short notice.

On the "Tuition Agreement Form" you will have the opportunity to note which form of payment and your preferred payment date of the 5th or 20th of each month. If the date falls on a weekend the draft will be pulled on the following business day.

IMPORTANT NOTES:

If you are making cash payments, please stop by the school office to receive a receipt. *Please do not leave cash in the drop box.*

Non Sufficient Funds transactions will be charged a \$25.00 fee. Payment of the amount of the transaction and the fee must be in cash or cash equivalent. The school will not accept personal checks after the receipt of two NSF transactions and future payments must be in the form of cash or cash equivalent. Failure to address an NSF transaction within two weeks will result in the referral for collection with an additional \$10.00 fee.

REFUND POLICY:

Application and registration fees are non-refundable.

FINANCIAL AID:

The following organizations offer financial aid for qualifying families. Applications received after the deadline will not be reviewed. All information regarding tuition assistance is kept in strict confidence.

- CEO Foundation, www.ceoaustin.org, is an organization that offers tuition assistance to families who wish to provide private education for their child (ren). Call 1-800-805-KIDS for additional information or to request an application. Please contact this foundation as soon as possible to avoid a waiting list.
- Cathedral School of St. Mary offers limited tuition assistance available to qualifying families. Tuition assistance applications are available in the school office or complete application on line at www.tuitionaid.com, school code 43213, and a \$30.00 application fee. All information regarding tuition assistance is kept confidential. **Please cross out your Social Security number on all forms. It is not needed for this process. Remember the \$30.00 fee is required for the application to be processed.**

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CATHEDRAL SCHOOL OF SAINT MARY

Tuition Payment Agreement 2010-2011

2010 - 2011 Registration News: Anyone who registers their child before **MARCH 1, 2010** for 2010 - 2011 school year will automatically be granted this year's tuition rates!

2010 - 2011 Tuition Schedule is in working progress at this time. If you have any questions or concerns, please contact the school office at **476-1480. Thank you!**

(2009-2010 Tuition Schedule)

Classes	Yearly Tuition per Student	10-Monthly Payments	12-Monthly Payments
Pre-Kinder (3 & 4 year olds)	\$5,275	\$527.50	\$439.58
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3 Children \$1,500 per year per family*
4 Children \$2,000 per year per family*
*2009-2010 Tuition Schedule

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*To qualify for In-Parish status, families must be registered and contributing parishioners of Saint Mary Cathedral Church for at least *five months prior to entering Cathedral School of Saint Mary*. To retain In-Parish status, families must contribute a minimum of \$1,000.00* per calendar year (approximately \$84.00 per month)* to Saint Mary Cathedral Church. If calendar year contributions do not meet the \$1,000.00* requirement as of December 31, 2010, tuition rates will be adjusted from Parishioner to Non-Parishioner on January 1, 2011. Re-qualification for the parish rate may be established for the following school year.

* 2009-2010 Contribution Schedule

1st installment of \$125.00 will be due with application on Friday February 26th, 2nd installment of \$125.00 will be due on Monday March 22nd, 3rd installment of \$125.00 will be due on Monday April 19th.

Please note, that we are not always able to stop bank drafts on short notice.

Please select your **registration payment** plan below:

One installment due with application Three installments (returning families only)

Payment Option

Monthly ACH (direct debit from designated account). I have attached the ACH Debit Payment Authorization Form and voided check. Payments will be drawn on the **5th/20th** of every month.

Monthly charge to credit card. Attach Credit Card Authorization Form. I have attached the Credit Card Authorization Form. Payments will be drawn on the **5th/20th** of every month.

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Parent Signature _____

Date _____



CATHEDRAL SCHOOL OF SAINT MARY

Student Name: _____

Grade: _____

Survey of Special Needs

At our school we believe we are in partnership with parent(s) or guardians (s), to provide the best education for their child/our student. Any information that assists us in this task ultimately benefits your son or daughter. The following information is requested to ensure that each student's individual learning needs are met to the best of our ability. Failure to provide this information may inhibit the staff's ability to meet the individual needs of your child, and consequently, the school reserves the right to forego acceptance or continuation of the child in our school if such information is not provided.

PLEASE INCLUDE ANY DIAGNOSTIC TESTING SO CATHEDRAL SCHOOL OF SAINT MARY CAN EVALUTE YOUR CHILD'S NEEDS. PLEASE NOTE THAT ALL INFORMATION IS HELD IN THE STRICTEST CONFIDENCE.

1. Has your child been tested for any special concerns--academic, behavioral or others?

Yes _____ No _____

If yes, please explain:

2. Has your child been on medication for education/behavioral purposes?

Yes _____ No _____

If yes, please explain:

3. Has your child ever been referred for special educational services?

Yes _____ No _____

If yes, please explain:

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Student Name: _____

Grade: _____

Survey of Special Needs (page 2)

4. Has your child had special educational services provided?
Yes _____ No _____
If yes, please explain:

5. Has your child ever been under the care of a professional counselor, psychologist or psychiatrist?
Yes _____ No _____
If yes, please explain:

6. Are you willing to share all previous and future special education information/test with Cathedral School of Saint Mary?
Yes _____ No _____
7. Would you allow a copy of the special education information/tests to be placed in a confidential student file(s) at Cathedral School of Saint Mary?
Yes _____ No _____
8. Are you willing to sign a release to allow the Principal to speak with the person(s) who conducted any of these services or tests or prepared any information?
Yes _____ No _____

Child/Student Name

Grade

Parent/ Guardian Signature

Date

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Request for Records

Instruction to parent/guardian: Please complete all information on this form and take it to your child's school. This information must be received by Cathedral School of Saint Mary to assist in our admission.

Applicant's Name _____

Current Grade _____ **Date of Birth** _____

Last School Attended _____

School Address _____

Phone Number () _____ **Fax Number** () _____

Instruction to school: The following information is required in completing our files for the above named student. Please forward to Cathedral School of Saint Mary, at the above address.

- _____ Standardized Achievement Test Scores
- _____ Report Cards
- _____ Special Program Records (Special Education, G/T, 504, etc)
- _____ ESL/Bilingual Program, LPAC Records and Assessment Information
- _____ Current Immunization Records/Health Data
- _____ Copy of Birth Certificate
- _____ Copy of Social Security Card
- _____ Behavioral Records
- _____ Sacramental Records

I hereby authorize the release of all information listed above to Cathedral School of Saint Mary in Austin, Texas.

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Parent/Guardian Signature) _____

Relationship to Student _____

Date _____

Office Use Only:

Records Request Faxed 1: _____

Records Request Faxed 2: _____

Records Received: _____