



Letter From Our Principal

Dear Future St. James Family,

Thank you for your interest in our school!

As principal of St. James, I welcome you and thank you for exploring Catholic Education at our school. I believe that St. James gives children an environment to grow and reach their potential academically, emotionally, physically and spiritually.

St. James School is a vibrant Catholic community where the parish, parents and the school work in collaboration for the education of the students. Our students are surrounded by a loving, committed faculty and staff, excel in academics, have outstanding standardized test scores and are enriched by music, art, PE, and Spanish classes daily. Each day begins and ends with prayer and we celebrate monthly Mass as a community.

St. James will make a difference in the life of your child and your family!

I look forward to meeting you at one of our many activities. Please visit our Facebook page or call the school office for more information and to set up an individual tour.

God Bless You,

A handwritten signature in cursive script that reads 'Noreen Mauriel'.

Principal

 **St. James Catholic School**
@sjstorrance

www.stjamesweb.com



Admission Procedures

St. James Catholic School Application 2019-2020 School Year

4625 Garnet Street
Torrance CA 90503
(310) 371-0416



Guidelines for Admissions

*St. James Parish offers a Pre-School, Transitional Kindergarten, Kindergarten and grades 1st - 8th.
An interview will be required to advise parents of the best placement for their child.*

Admission decisions are based on factors such as space available, report cards, testing scores, teacher recommendations, student and/or parent interviews, and participation in parish life. The following requirements are also taken into consideration:

- Preference is given to active members of the parish.
- The recommended age for Transitional Kindergarten students is 4 years of age on or before September 1st.
Interview required to determine best placement.
- The recommended age for Kindergarten students is 5 years of age on or before September 1st.
Interview required to determine best placement.
- The recommended age for First Grade students is 6 years of age on or before September 1st.
- All students must comply with California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students.
- The principal will review a student's continued eligibility for enrollment in the parish school.
- The school establishes its own procedures for admission and enrollment.
- All new students are placed on academic and conduct probation for the first year.

Parent

Parents of St. James School are expected to be active, contributing members of the parish to which they belong. Parents should embody a Christian attitude. Families belonging to St. James Parish are required to attend Sunday Mass as a family and to contribute to the church by using church envelopes or online. Parents are expected to support the philosophy, decisions and administration of the school.

Student

Students of St. James School are expected to be active, contributing members of the parish to which they belong. Students should embody a Christian attitude and follow school regulations. Students must complete the basic grade level requirements and related assignments according to his/her ability and follow the school standards as set forth in the Parent-Student Handbook.

Students are admitted after review of the completed registration packet and the outcome of the entrance test and interview. Students will be accepted in the following order:

1. **Qualified parishioners**
2. **St. James Preschool student**
3. **Qualified Catholics who are not St. James parishioners**
4. **Qualified non-Catholics**

If there are no available spaces registration packets are kept on file for one year. Should an opening occur, the space is filled from the waiting list.



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Entrance Requirements

Transitional Kindergarten and Kindergarten

TK recommended age is:

4 years of age on or before September 1st

Kindergarten recommended age is:

5 years of age on or before September 1st

Interview required to determine best placement

Submission and Acceptance Requirements

Grades TK-K = A through G

Grades 1-8 = A through K (except E)

- A. Application fee of \$50
- B. Completed application
- C. Family interviews
- D. Copy of birth and baptismal certificate
- E. Recommendation from current preschool or TK teacher
- F. Copy of current immunization record
- G. General Fee upon acceptance: \$375 for TK-K / \$350 1st-8th
- H. Copy of First Holy Communion certificate for grades 3rd thru 8th
- I. Copy of most recent report card
- J. Copy of standardized test scores and/or evaluations
- K. Disciplinary recommendation from previous school if transferring

Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.



Tuition and Fees

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Tuition Grades TK- 8th

General Tuition Rates Aug. - May

	Annual	3 payments	10 payments
1 student	\$5,250	\$1,750	\$525
2 students	\$10,050	\$3,350	\$1,050
3 students	\$15,750	\$5,250	\$1,575

Discounted Parishioner Tuition Rates Aug. - May

	Annual	3 payments	10 payments
1 student	\$4,400	\$1,467	\$440
2 students	\$7,580	\$2,527	\$758
3 students	\$10,760	\$3,588	\$1,076

For families registered with St. James Church (Redondo Beach) that attend Mass and use monthly donation envelopes or Faith Direct coupons.

Annual Fees/Contributions

	TK/Kindergarten	Grades 1st-8th
General Fee	\$375	\$350
SJSEF	\$500 (tax deductible/PayPal/installments)	
Capital Improvement	\$500 (new families only/installments)	
Graduation Fee	\$150 (8 th grade only)	

Additional Tuition and Fees Information

General Fee (Non-Refundable/Per Student)

The General Fee helps defray the cost of books, classroom supplies, STAR testing, health services, general class art supplies, student insurances, computer supplies, and one yearbook per student. General Fee is due with application acceptance.

St. James School Education Foundation (Donation/Per Family)

A \$500 per family donation is expected during each school year. A special donation envelope is provided per family and easy PayPal payments are encouraged. This may be paid monthly, quarterly, or in one payment. The SJSEF is an independent non-profit corporation 501(c)3 that helps fund and defray costs of all student enrichment programs: Field trips, Hands On Art, STREAM, PE, Spanish, Music. In addition, the SJSEF provides additional funding for school wide technology investments (iPads, etc.) and special projects as needed. Visit www.sjsef.org for more information.

Capital Improvement Fee (One time/Per NEW Family)

A \$500 required for all new families. One-time fee is assessed to all new families so that they may contribute to recent/current/future building projects and maintenance, as all returning families have already done. This may be paid monthly, quarterly, or in one payment via a monthly envelope.



Tuition and Fees

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Additional Tuition and Fees Information

Registered Parishioner Tuition Discount

The discounted parishioner tuition rate is available for families who are registered with St. James Church, attend Mass regularly, use the weekly offering envelopes or Faith Direct vouchers and participate in all mandatory school fundraisers. If you are not a currently registered parishioner of St. James Parish, and accepted, you will be asked to pay the full tuition rate. Once registered in the Parish, there is a six month waiting period to show parish support before reducing tuition to registered parishioner discount.

FACTS Online Tuition Management

St. James School processes tuition payments via the FACTS online tuition management system. All St. James families are required to enroll in FACTS to process tuition payments. Families have round the clock access to their secure tuition payment accounts. Payments can be made in full, 3 month or monthly installments. Installment plans have a FACTS annual processing fee of \$45 for 3 or more payments. No fees for tuition paid in full. A link will be emailed to new families for enrollment.

Fundraising Obligations

In addition to tuition and fees, families are required to participate in the following school fundraisers:

Big Red Opportunity Drawing	\$100
Spring Opportunity Drawing	\$100
Jog a Thon/student	\$60
Scrip Profit	\$250
	Total: \$510

Annual Parent Service

All school families are asked to support the school with a minimum of 30 volunteer hours or donation.

Yard Duty	4hrs or \$50
School Service Hours	20hrs or \$360
Mandatory Harvest Festival Hours	6hrs
	Total: 30hrs or \$410

School Uniforms

All students are required to wear the St. James School uniform. Uniform includes both a full, daily uniform for boys and girls, in addition to a required PE uniform. All uniform clothing for students must be purchased from Norman's Uniforms.

Extended Care Program

St. James School provides morning and afternoon extended care for students. Extended Care Program (ECP) is available M-F, 6:45-7:45am and 3:15-6:00pm daily. Additional fees apply.



New Student Information

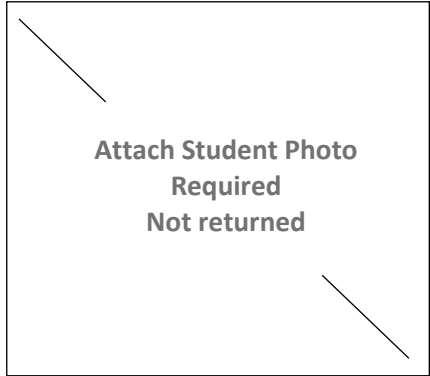
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Date of application: _____ **Application Fee \$50:**

Grade applying for: _____ **TK through 8th Grade**



Student Information (please print)

Student's Legal Last Name: _____ **First:** _____ **Middle:** _____

Date of Birth: mm / dd / yy **Gender:** _____ **Birthplace:** _____ **Ethnicity:** _____
For Census Purpose Only

Address: _____ **City:** _____ **Zip:** _____

Primary/Home Phone: _____ **Primary email:** _____

Previous School: _____ **City/State:** _____

Family Information

Father **Legal Guardian** **Mother** **Legal Guardian**

Name: _____ **Name:** _____
First Last First Last

Marital Status: Married Divorced Separated
 Widow Single Parent

Marital Status: Married Divorced Separated
 Widow Single Parent

Place of Birth: _____

Place of Birth: _____

Religion: _____

Religion: _____

Occupation: _____

Occupation: _____

Employer: _____

Employer: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____



New Student Information

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Additional Information

Other Children or Family Members Attending St. James School

Name: _____ Grade: _____ Name: _____ Grade: _____

Name: _____ Grade: _____ Name: _____ Grade: _____

Current St. James Church Parishioner: yes no Other Parish Name: _____

Are you aware of any learning, physical or emotional help needs with your child?: yes no

If 'Yes', please explain: _____

Does your child currently have an Individual Educational Plan (IEP), Catholic School STEP plan or receive special services through your local public school (such as speech or occupational therapy)?: yes no

If 'Yes', please explain: _____

Office Use Only

- Birth Certificate Copy
- 1st Communion Certificate
- Baptism Certificate
- Standardized Test Scores
- Health Records
- Report Card Transcript
- Discipline Report/Recommendation



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TK/Kindergarten Recommendation Form

Dear Preschool Teacher:

The following student is applying for admission to St. James School TK or Kindergarten. We would greatly appreciate your cooperation in giving appraisal of this student's performance in preschool. The information requested will be kept in strict confidence. Thank you for taking the time to complete this recommendation. Please mail, email or bring this form directly to ADMISSIONS/ St. James School / 4625 Garnet Street Torrance CA 90503 /office@stjamesweb.com

Student Information (please print)

Grade Applying: (circle) **TK Kindergarten**

Student's Name: _____ **Date of Birth:** mm / dd / yy

Current School: _____ **City/State:** _____ **Zip:** _____

Permission for us to receive your recommendation:

Parent/Legal Guardian Signature: _____ **Date:** _____

The Parents/Legal Guardians are: (please check all that apply)

- cooperative with school
- consistent with discipline
- interested in education
- have realistic expectations for their child

Is this student receiving support services? (please check all that apply)

- speech
- counseling
- hearing
- other (please indicate) _____

What do you consider to be this student's greatest strength?

What are the areas of greatest need for this student?

Overall Recommendation (please check one)

- highly recommend
- recommend
- recommend with reservation
- do not recommend at this time

Print Name/Signature: _____ **Date:** _____



Immunization Requirements

Changes in California School Immunization Requirements
Effective Starting July 1st 2019

Summary

Starting in the 2019-2020 school year, the changes include:

- Requiring 2 (rather than 1) doses of chickenpox (varicella) vaccine at
 - TK/Kindergarten entry
 - 7th Grade Advancement
 - K-12 admission or transfer
- Requiring 2 MMR doses and 3 Hepatitis B vaccine at admission or transfer more uniformly throughout K-12 (age restrictions are removed)
- Medical exemptions for new admissions may be signed only by a California licensed MD/DO
- Each temporary medical exemption may be issued for no more than 12 months

Current Students

Polio **4 doses**
(OPV or IPV)

DtaP, DTP **5 doses**
or DT

MMR or **2 doses**
MMR-V

Hep B or **3 doses**
HBV

Varicella **1 dose**
or VAR

Current 6th Grade
(7th grade advancement)

Polio **4 doses**
(OPV or IPV)

DtaP, DTP **5 doses**
or DT

MMR or **2 doses**
MMR-V

Hep B or **3 doses**
HBV

Varicella **2 doses**
or VAR **NEW**

Tdap **1 dose**

New Students
(TK/K-8th grade)

Polio **4 doses**
(OPV or IPV)

DtaP, DTP **5 doses**
or DT

MMR or **2 doses**
MMR-V

Hep B or **3 doses**
HBV

Varicella **2 doses**
or VAR **NEW**

As these requirements reflect longstanding national recommendations, many children have already met these requirements. Please verify your students immunization records to determine if vaccines are current. Proof of vaccinations is required for admission to school and may be required upon re-entry. Contact the school main office for any questions or visit www.shotsforschools.org for additional resources.