



2911 Overland Avenue • Los Angeles, CA 90064-4219 • Phone (310) 287-3895 • Fax (310) 838-8983  
Website [www.ndaes.org](http://www.ndaes.org)

## FREQUENTLY ASKED QUESTIONS

***Q. When are applications available?***

- A. Application packets for the 2012-2013 school year are available beginning October 13, 2011 and are offered throughout the school year. However, to be considered for testing, completed packets must be returned by February 9, 2012.

***Q. What forms will I need in order to register my child(ren) to Notre Dame Academy?***

- A. In addition to the forms contained in the application packet, all students are required to submit proper medical reports. In order to enroll at Notre Dame Academy Elementary (NDAE), each student's immunization history must comply with all state laws for grade school children. Appropriate documentation is required, such as the Yellow Immunization Record or computerized Doctor or Hospital Medical History Records. If your child has any condition that you feel the school should be aware of, please submit this information as well.

All students are required to submit proper academic report cards (showing the most recent grades), standardized tests or equivalent from their current school.

Original Documents – Original documents that NDAE requests are:

- Birth Certificate
- Baptismal Certificate (if Catholic)
- Immunization Records

These documents will be photocopied and immediately returned to you.

***Q. What kind of assessment can I expect?***

- A. All students registering for Kindergarten – 5<sup>th</sup> Grade will be evaluated by Chancy & Bruce, an outside educational resource company. Kindergarten and Grade 1 will be assessed on their developmental skills, and their evaluation will last approximately 30 minutes. Students in Grades 2-5 will be evaluated on their developmental skills and achievement levels. Assessments for these grades should last approximately 30-50 minutes.

Testing for students applying to Grades 6 and 7 consists of reading, math, English and a written essay. Parents should plan on staying approximately 1 – 1 ½ hours. There will be a parent meeting while the students are testing.

All students applying for Kindergarten - 7<sup>th</sup> Grade will be tested on either Saturday, January 28 or Saturday, February 4, 2012.

**Q. *Is there an application fee?***

- A. Yes, there is a non-refundable application fee of \$100.00 per child. This fee is due when you return your completed application. Fee includes evaluation and testing. A completed application and paid fee does not guarantee acceptance into Notre Dame Academy Elementary. An incomplete application packet will **not** be accepted.

**Q. *Is there a waiting list?***

- A. NDAE does not establish a waiting list until the registration period is over and selection for the year has been made. If space is not available, qualified students will be placed on a waiting list and notified if a space becomes available. In some instances, you may be contacted as late as August or September.

**Q. *Is an applicant chosen on a first-come, first-served basis?***

- A. No. Applications are checked for completeness when received, but not reviewed until the registration period is completely over.

**Q. *Do you accept students or transfer students after the school year begins?***

- A. If a space is available and you have gone through the complete application process, consideration may be made but usually within the first month of the new school year.

**Q. *Do you provide tours when picking up or returning applications?***

- A. No, we will not provide tours when you pick up or return an application. We will be offering a Visitors' Day on October 13, December 6, and January 18 from 8:30 – 10:00 a.m. This will be an opportunity to view the school in action with informal tours led by our Student Council and National Junior Honor Society members. The only opportunity to tour the school is Open House Night on Thursday, February 2, 2012 from 7:00 – 8:30 p.m.

**Q. *Since Notre Dame Academy is a Catholic School, do you accept persons of other faiths?***

- A. Yes, Notre Dame Academy admits students who qualify for admission without discrimination of gender, race or cultural background. However, as a Catholic school, Notre Dame Academy's first preference is to Catholic students who qualify for admission.

**Q. *If my child is not Catholic, does he/she have to participate in Religion classes and other Catholic practices at school?***

- A. Yes, as a Catholic school this is a requirement.

**Q. *What do you need from my church?***

- A. You will need to have the Pastor complete the Pastor Letter included in your packet. **Pastor Letter Instructions** – Please provide your pastor with a stamped addressed envelope to: NOTRE DAME ACADEMY ELEMENTARY SCHOOL 2911 OVERLAND AVENUE, LOS ANGELES, CA 90064 ATTN: ADMISSIONS.

The Pastor letter is a confidential document and must be mailed back to Notre Dame Academy or returned to you in a sealed letterhead envelope.

**Q. Are there other requirements?**

- A. Yes, only if your child(ren) is(are) currently enrolled in a Catholic or Private School, you will need to have the school complete the Private School Form.

**Private School Form Instructions** – This form must be completed by the Principal or Administrator of your child(ren)'s present private school. Please provide your child(ren)'s school with a stamped addressed envelope to:

NOTRE DAME ACADEMY ELEMENTARY SCHOOL 2911 OVERLAND AVENUE, LOS ANGELES, CA 90064 ATTN: ADMISSIONS.

The Private School letter is a confidential document and must be mailed back to Notre Dame Academy or returned to you in a sealed letterhead envelope.

**Q. How much is the current tuition?**

- A. The current tuition for 2011-12 is \$7,250.00. Tuition is divided into 11 monthly payments. You also have the option to pay in full or two installments.

**Q. Will the tuition remain the same for the 2012-13 school year?**

- A. Tuition increases annually. This fee will be determined by mid-March, 2012.

**Q. Does Notre Dame Academy offer any type of financial aid or tuition assistance?**

- A. Yes. Information can be obtained from the financial office.

**Q. How long is the registration period?**

- A. Applications are available October 13, 2011, and the final day to return an application is February 9, 2012 **by 3:30 p.m.** It is advised not to wait until the final day to pick up an application.

**Q. When may I pick up and return my application?**

- A. Applications may be picked up and returned during office hours only: Monday – Thursday 7:30 a.m. – 3:30 p.m. and Friday 7:30 a.m. – 1:00 p.m. Applications are not mailed out or faxed.

**Q. What is the class size?**

- A. Kindergarten and Grades 1 – 8 will average 30 students. Notre Dame Academy only has one class for each grade. (Due to the difficulty of adjustment to a new school with only one year remaining, students are rarely accepted into Grade 8.)

**Q. What are the school hours?**

- A. School hours for K - 8 are Monday – Thursday 7:50 a.m. – 3:00 p.m. On Fridays, school hours for K-5 are 7:50 a.m. – 12:25 p.m. Students in grades 6-8 are dismissed at 12:45 p.m. on Fridays.

**Q. Do you offer after school care?**

- A. Yes, we offer Extended Day Care from dismissal until 6:00 p.m. on school days. There is an additional fee for this service. We do not offer early morning care.

**Q. *When will I be notified if my child(ren) has (have) been accepted or wait-listed?***

- A. Notification of status letters will be mailed out during the week of March 5, 2012. Acceptance notification and deposit to NDAE must be made by noon on March 22, 2012. **If we do not hear from you by this date, we will proceed to the next wait-listed student.** Be sure that the school has your current mailing address on file.

***If my child is accepted, what happens next?***

- A. You will need to inform NDAE by noon of March 22, 2012, pay a \$250.00 non-refundable deposit to hold your child's space, and return material that was sent to you in your acceptance packet. If NDAE does not hear from you or receive your fee or materials, we will assume that you are no longer interested and we will notify the next wait-listed family. Should you change your mind and choose another school after paying your deposit, please notify the office as soon as possible to enable us to notify a wait-listed family.

**Additional Information:**

- Parents of Kindergarten – 1<sup>st</sup> Grade children who tested with Chancy & Bruce for the 2012-2013 school year must attend the Parent Workshop scheduled on February 23, 2012 at 7:00 p.m. in the High School gym. At least one parent must be present and children are not required to attend. The purpose of this workshop is to learn the evaluation process your child received. This is also the time that you will receive your child's evaluation report and you will understand how to interpret it. Word of your child's placement at NDAE is not determined this evening.



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## Application Procedures

Thank you for applying to Notre Dame Academy Elementary School. Enclosed is your application packet. Please return your application in person with the following:

### Kindergarten and Grade 1

- An **Original** of your child's birth certificate (which will be returned immediately)
- An **Original** of the Baptismal Certificate (which will be returned immediately)
- A copy of the present school year report card or profile from the Pre-school or Kindergarten teacher (Enclosed please find a Preschool Evaluation if your child's teacher does not issue one.)
- Your child's current immunization records. Please check information in folder

### Grades 2 through 7

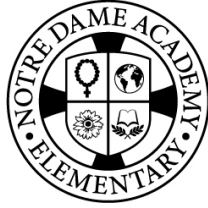
- An **Original** of your child's birth certificate (which will be returned immediately)
- An **Original** of the Baptismal Certificate (which will be returned immediately)
- An **Original** of the most current report card (no grade lower than a C)
- A copy of the most current standardized test scores (SAT, CTBS, etc.) no lower than the 50<sup>th</sup> percentile
- Your child's current immunization records. Please check information in folder.

Please complete all the information on **both** sides of the application form. Submit the Pastor Form to your Pastor to complete. Your Pastor must complete and return the form directly to Notre Dame Academy **or** give it to you in a **sealed** envelope to return. In addition, submit the Present School Form to your child's present school. Once the form has been completed, it should be returned directly to Notre Dame Academy or given to you in a **sealed** envelope to return.

All applicants must be tested in order to be considered for placement. An evaluation with Chancy & Bruce will be set up at the time you return your application for incoming students to Kindergarten – 5<sup>th</sup> Grade. The evaluation dates have been set for **Saturday, January 28, 2012 and Saturday, February 4, 2012**. Testing dates have been set for incoming 6<sup>th</sup> and 7<sup>th</sup> graders on **Saturday, January 28, 2012 and Saturday, February 12, 2012 at 9:00 a.m.** Parents of Kindergarten & 1<sup>st</sup> Grade children who are evaluated by Chancy & Bruce must attend a Parent Workshop on **Thursday, February 23, 2012 at 7:00 p.m.** in the High School gym. Notification letters will be mailed out during the week of March 5, 2012.

**Please return the application, check or money order for \$100.00 per applicant and all other requested information by:**

**Thursday, February 9, 2012 by 3:00 p.m.**  
(in order to be considered for testing)



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**2012 - 2013 APPLICATION  
GRADES: Kindergarten - 8**

Applying for entrance to Grade: \_\_\_\_\_  
Grade(s) of siblings **already enrolled** at NDA Elem. \_\_\_\_\_ Siblings applying for Grade(s) \_\_\_\_\_  
Grade(s) of siblings **already attending** NDA High \_\_\_\_\_ Siblings applying for Grade(s) \_\_\_\_\_

Are you an alumnus of either NDA Elementary or High?  Yes  No \_\_\_\_\_  
Do you have other relatives at NDA Elementary?  Yes  No \_\_\_\_\_

Please list

**Pupil Information**

\_\_\_\_\_  
Last Name First Name Middle Male/Female

\_\_\_\_\_  
Address Home Phone

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Birthdate Birthplace

\_\_\_\_\_  
School Currently Enrolled City State Present Grade

**Family Information**

\_\_\_\_\_  
Father's Last Name First Middle Birthplace

\_\_\_\_\_  
Father's Religion Father's Occupation Marital Status

\_\_\_\_\_  
Mother's Last Name First Maiden Name Birthplace

\_\_\_\_\_  
Mother's Religion Mother's Occupation Marital Status

\_\_\_\_\_  
Daytime Phone: Mother Father Email Address





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## **ADMISSION POLICY**

Notre Dame Academy School is a private, Catholic elementary school founded and sponsored by the Sisters of Notre Dame. In accordance with our philosophy, our school is seeking students who are motivated to commit themselves to be formed as Catholic Christian leaders, to achieve academically and to be well rounded socially.

### **Students seeking admission for Kindergarten must:**

- 1) Be 5 years of age by August 31
- 2) Be administered a kindergarten readiness test
- 3) Have a report/evaluation from the pre-school teacher (if applicable)
- 4) Provide current immunization records

### **Students seeking admission in Grade 1 must:**

- 1) Be 6 years of age by August 31
- 2) Be administered a developmental readiness test
- 3) Demonstrate a readiness for first grade by successfully completing kindergarten in academics, behavior & social development.
- 4) Have a report card from the kindergarten and/or a confidential report from the kindergarten teacher.
- 5) Have the principal of the current school complete and return the **Present School Form** (if currently enrolled in a private school)
- 6) Provide current immunization records

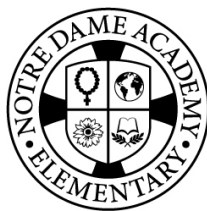
### **Students seeking admission to Notre Dame Academy in Grades 2 - 7 must:**

- 1) Produce a current report card having no grade lower than a C;
- 2) Produce a copy of standardized test scores with no percentile rank lower than the 50<sup>th</sup> percentile;
- 3) Be administered a grade-level readiness test commensurate with NDA standards.
- 4) Have the principal of the current school complete and return the **Present School Form** (if currently enrolled in a private school)
- 5) Provide current immunization records

*\*Due to the difficulty of adjustment to a new school with only one year remaining, students are rarely accepted into Grade 8.*

All applications will be reviewed carefully. Parents and students may be interviewed.

Notre Dame Academy admits students who qualify for admission without discrimination of gender, race or cultural background. However, as a Catholic school, Notre Dame Academy Elementary School's first obligation is to Catholic students who qualify for admission. Likewise, siblings who qualify will be given priority.



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## FINANCIAL CONSIDERATIONS

In order for your family to make the most informed decision for your child(ren)'s education, we are providing you with the **current 2011-2012** financial and service obligations for Notre Dame families. Please note that tuition covers all operational costs. There are no additional book fees to our tuition. The 2012-2013 year will have some increase.

### **Current Tuition 2011-12**

Kindergarten through Grade 8                      \$7,250.00 per pupil

Notre Dame Academy Elementary is not a parish school and is solely supported by tuition. We are not able to offer financial scholarships or tuition assistance at this time.

### **Fundraising**

There is NO MANDATORY fundraising. However, support of voluntary annual giving and fundraising activities are expected.

### **Service Hours**

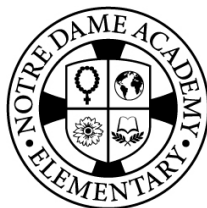
Each Family    30 + 3 Festival Hours = 33 Hours

### **Lunch Program**

A lunch program is available at an additional cost.

### **Extended Care Program**

We offer an Extended Day Care program for after school only. This program is offered at an additional cost. The hours are from dismissal to 6:00 p.m. daily.



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**PRESENT SCHOOL FORM  
(If enrolled in Private School)**

**To the Applicant:** Please print your child's name below and submit this form to your child's present school. You should provide your son/daughter's school with a stamped addressed envelope to: Notre Dame Academy Elementary School, 2911 Overland Avenue, Los Angeles, CA 90064, Attn: Admissions.

Family Name \_\_\_\_\_ Child's Name \_\_\_\_\_

Applying for Entrance to Grade: \_\_\_\_\_

Dear School Principal or Administrator:

Regarding Student: \_\_\_\_\_ Present Grade \_\_\_\_\_

The above named student has applied to Notre Dame Academy Elementary School for the 2012-13 school year. As part of our application process, we are requesting information regarding the parent and student cooperation, as well as the current financial obligation to your school. We would appreciate any information you are able to provide which will help facilitate an informed decision about placement at Notre Dame Academy Elementary.

Thank you for your help in our evaluation process.

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**Name of Present School**

- |  |                              |                             |                                   |
|--|------------------------------|-----------------------------|-----------------------------------|
| The family attends/supports school activities.           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Somewhat |
| The family is responsive to correspondence.              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Somewhat |
| This family is current with their financial obligations. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                   |
| This family normally pays on time.                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                   |
| I strongly recommend this student.                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                   |
| I recommend this student with reservation.               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                   |
| I do not recommend this student.                         | <input type="checkbox"/>     |                             |                                   |

Additional comments concerning this student and his/her parents:

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**Principal or Director of School Signature**

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**Print School Stamp Here**



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**PASTOR RECOMMENDATION**

**To the Applicant:** Please print your name and address below and submit this form to the pastor of your parish. You should provide your pastor with a stamped addressed envelope to: Notre Dame Academy Elementary School, 2911 Overland Avenue, Los Angeles, CA 90064, Attn: Admissions.

Family Name \_\_\_\_\_ Child's Name \_\_\_\_\_

Applying for Entrance to Grade: \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Parish \_\_\_\_\_ City \_\_\_\_\_

Dear Reverend Father:

The family listed above has applied for admission to Notre Dame Academy Elementary School. As a religious institution, the school strongly considers the applicant's practice of the faith and relationship with their church when evaluating application for admission. Your statement is confidential and will only be used by appropriate officials of the school. If you could return this form to us embossed with the Church seal by February 9, 2012, we would be grateful. Please do not hesitate if you would prefer to call and speak with me personally regarding this family.

Thank you for assisting us in our selection process.  
Sincerely,

Ms. Lilliam Paetzold, Principal

**Please check those organizations in which this family is involved. We appreciate any personal comments, details or insights you can share that would be helpful in our evaluation process.**

- |  |  |
|--|--|
| <input type="checkbox"/> Parish Council                      | <input type="checkbox"/> Lector/Reader             |
| <input type="checkbox"/> Youth Advisor/Parent Board          | <input type="checkbox"/> Choir                     |
| <input type="checkbox"/> Minister of Communion               | <input type="checkbox"/> Men's/Women's Club        |
| <input type="checkbox"/> Sunday School/Religious Ed. Teacher | <input type="checkbox"/> Adult Religious Education |

- |   |                              |   |
|---|------------------------------|---|
| The above family is newly registered at this parish.            | <input type="checkbox"/> Yes | <input type="checkbox"/> No                                   |
| The above family has been registered in the parish over 1 year. | <input type="checkbox"/> Yes | <input type="checkbox"/> No                                   |
| The above family regularly supports the parish financially.     | <input type="checkbox"/> Yes | <input type="checkbox"/> No                                   |
| The above family is active in the parish (attends activities).  | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Somewhat |

Other Involvement/Comments: \_\_\_\_\_

Signature \_\_\_\_\_

CHURCH SEAL

Date \_\_\_\_\_