

## 2. ADMISSION

St. Stephen School's admission procedure supports the mission of the school in its recruitment practice by encouraging candidates who demonstrate the ability to benefit from its academic environment and to meet the expectations of a Christian community. Students are admitted regardless of race, creed, color, socio-economic status and national or ethnic origin.

First priority is given to parishioners of St. Stephen Parish, to siblings of current students, and to Catholic children. As enrollment allows, admission is also afforded to non-Catholics whose parents endorse the mission of our school. Previous school records, including subjects taken and evaluation of performance, objective aptitude and achievement test data, observations and recommendations, student profile, and interview results are all considered for admission. The student's complete school record must be received by St. Stephen School prior to any decision on acceptance. A sincere parental commitment to support the program and staff is necessary.

Every reasonable effort will be made to admit students who qualify, who can benefit from the Catholic education offered at St. Stephen School and who are willing to internalize the ideals of our Faith.

### **Pre-Kindergarten Policy**

In keeping with our developmental philosophy in early childhood education, St. Stephen School will register a child for our 3-year old program if his/her birthday falls before October 1<sup>st</sup> of the school year being entered, and if he/she is completely toilet trained. Due to the Worcester Diocesan Policy for a safe environment in schools, we are not allowed to help a child having difficulty with toileting. We can try to talk him/her through a problem, but we are not allowed to touch him/her. If a child has a major toileting accident, parents will be called to come and assist their child, or take him/her home to clean and change him/her. We are an elementary school with a Pre-K program, but we are not a daycare facility with changing tables or bathrooms directly off the classrooms.

Children must be four years old before October 1<sup>st</sup> to register as a four year old whose parents anticipate entry into Kindergarten a year later. Children turning four on October 1<sup>st</sup> or after would have two years of Pre-K at St. Stephen School, as they would have to be five years old before October 1<sup>st</sup> to enter our Kindergarten program.

In the event that the teacher feels that a child in our four-year old program may need an extra year of Pre-K instead of moving on to Kindergarten, the teacher will make an appointment with the child's parents in February or early March. At this meeting, the teacher can discuss particular concerns she might have by sharing some classroom observations and by going over test results from a Kindergarten Developmental Screening taken by the child in January. A retest can be given, if needed, at the end of April or early May, to give the teacher and the parents updated information so that a decision can be made for an appropriate placement the following Fall.

If after talking with the Pre-K teacher, the parents decide that they want their child to enter the Kindergarten program, or if the parents and teacher recognize that the child's performance and behavior are such that a reasonable decision is difficult to determine, then the child can be promoted to Kindergarten with the following stipulation. St. Stephen School will ask that the child's parents sign a form indicating that they understand that the child will be required to repeat Kindergarten if he/she is not ready for first grade.

## WITHDRAWAL INFORMATION

*See Page 6 for withdrawal financial information.*

### **Student Records**

When a student withdraws from St. Stephen School, his or her official permanent record will be forwarded to the new school by the St. Stephen School Office.

### **Readmission Policy**

Students whose parents choose to withdraw them from St. Stephen School for any reason other than financial will not be eligible for readmission to the school.