



ECOLE NOTRE DAME DES VICTOIRES

Excellence in French Catholic Education Since 1924

est. 1924



NDV's Mission

Ecole Notre Dame des Victoires is a Roman Catholic parochial elementary school founded by the Marist Fathers in 1924. It is located near the financial district of San Francisco. We embrace the values of the Marists and the Sisters of St. Joseph of Orange and continue our tradition of teaching the French language and culture. As a faith-filled community, the faculty and staff at Notre Dame des Victoires are committed to nurturing our students spiritually, academically, socially, emotionally, and physically. We support a diverse group of learners who endeavor to develop an inclusive and compassionate world vision.



ECOLE NOTRE DAME DES VICTOIRES

Dear Parents:

Thank you for your interest in Ecole Notre Dame des Victoires. We look forward to meeting you and your child and introducing you to the NDV learning community. Any child applying for Kindergarten must be **five years of age before September 1, 2019.**

This packet provides a brief overview about NDV, detailed information about the Kindergarten application process along with an Application Form and Student Evaluation Form.

The application deadline for Kindergarten 2019 is **December 5, 2018** for priority processing and priority testing dates in January. For your application to be processed, it must be **complete**, and accompanied by:

- Student Evaluation Form – please submit form to your child's Preschool Director
- A copy of your child's birth certificate
- If Catholic, a copy of your child's baptismal certificate
- A \$110.00 non-refundable application and assessment fee

Upon receipt of your **completed** application, and the documents requested above, you will receive a letter by mail with a scheduled date and time for your child's assessment and group observation appointment.

If you are interested in August 2018 placement, please let us know, and we will contact your family to arrange for a tour, and schedule an academic screening and visitation day.

There are many opportunities to learn more about NDV's vibrant school community – attend the Kindergarten Evening Open House, schedule a weekday tour of the school to see a "day in action", and attend some of the many school events which will allow you to meet other NDV parents.

Please contact Desiree Almendares, Director of Admissions, to schedule attendance at a tour or school event, or to ask her any questions you may have, (415) 421.0069 or admissions@ndvsf.org.

Sincerely,

Sarah Currier
Principal

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Kindergarten Admissions Calendar

FOR APPLICANTS TO THE 2019-20 SCHOOL YEAR

School tours are available on most Wednesdays, September through January. Please visit the school website at ndvsf.org/school to view a complete list of tour dates. Prospective parents will be able to view a “day in action” as they observe our dynamic learning community. School tours can be scheduled by calling the Director of Admissions at (415) 421.0069 or emailing admissions@ndvsf.org.

September to January	Wednesday morning Parent Tours
October 18, 2018	Kindergarten Evening Open House Presentation, School Tour and Reception 5:30 – 7:30 pm NDV School Auditorium Rsvp to admissions@ndvsf.org
December 5, 2018	Kindergarten Application Deadline Applications received by December 1st will receive priority testing dates. Kindergarten applications will continue to be accepted after December 1st and processed in the order received.
December 21, 2018	Confidential Student Evaluation Form Sign and deliver this form to your child’s Pre-school Director. The form should be mailed by the preschool directly to NDV by this due date. You will be notified if the form is not received.
January 12 and January 26, 2019	Kindergarten Admission Assessment Developmental Readiness Assessment (45-minutes) with a teacher. <i>You will be informed by mail of the date and time once your application has been processed. <u>Your child’s attendance is mandatory.</u></i>
February 2, 2019	Kindergarten Observation Day A group visit “playdate” with other prospective applicants. You will be informed by mail of the time. <u>Your child’s attendance is mandatory.</u>
February 7, 2019	Kindergarten admission decisions mailed and emailed
February 14, 2019	Kindergarten enrollment fee due to secure placement (non-refundable).

Any child applying for Kindergarten must be five years of age before September 1, 2019.

Kindergarten Admissions Procedures

STEP 1

TOUR NDV SCHOOL

Contact NDV Director of Admissions at (415) 421.0069 or email admissions@ndvsf.org to schedule a school tour where prospective parents are able to view a “day in action”. School tours last approximately one hour and a half, concluding with a question and answer forum with principal, Mrs. Sarah Currier.

Kindergarten Evening Open House

Presentation, School Tour and Reception

Thursday, October 18, 2018

5:30 – 7:30 pm | NDV School Auditorium

RSVP admissions@ndvsf.org

STEP 2

COMPLETE AN APPLICATION

Your application must be complete in order to be processed. A complete application includes the following:

- 1. NDV Application Form (all fields filled out)
- 2. Confidential Student Evaluation Form completed by your child’s pre-school/ school and mailed directly to NDV (*Deadline, December 21st*)
- 3. Copy of child’s birth certificate
- 4. If Catholic, a copy of your child’s baptismal certificate
- 5. \$110.00 non-refundable application and assessment fee (*Please make checks payable to NDV*).

- 6. Mail complete application to: Ecole Notre Dame des Victoires
Attn: Admissions
659 Pine Street San Francisco, CA 94108

STEP 3

CHILD EVALUATION

After your completed application is received, you will receive a letter by mail with a scheduled date and time for your child’s assessment and group observation appointment. Please see admissions calendar for scheduled dates.

STEP 4

NOTIFICATION

Kindergarten letters will be mailed and emailed on February 7, 2019. A non-refundable enrollment fee is due by February 14, 2019 (no later than 12:00 pm). If your child is accepted to the school and the class you are interested in is filled, your child will be placed on a waiting list and we will contact you when an opening occurs.



ECOLE NOTRE DAME DES VICTOIRES

Application for Admission

Date: _____ Please complete **ALL** sections and please print clearly.

Application for Grade: **K 1 2 3 4 5 6 7 8** (please circle selection)

Last Name	First Name	Middle Name	Gender (M / F)	U.S. Citizen? (Y / N)
Date of Birth (Month / Day / Year)		Present Age	Birthplace	
Religion of Applicant	If Catholic, Family's Home Parish			
Date of Applicant's Baptism	Location	Date of Applicant's First Eucharist	Location	
Applicant's Home Address	City	State	Zip	Home Telephone
Ethnic Origin	Primary Language Spoken at Home		Other(s) Spoken	

Family Information

Father/Guardian Name (Last, First)	Birthplace	French? (Y / N)	Religion	U.S. Citizen? (Y / N)
Father/Guardian Occupation	Email Address	Cell Number	Work Telephone	
Mother/Guardian Name (Last, First)	Birthplace	French? (Y / N)	Religion	U.S. Citizen? (Y / N)
Mother/Guardian Occupation	Email Address	Cell Number	Work Telephone	
Names and ages of other children in the family				
Name(s) of children currently attending NDV		Grade(s)		

Child lives with: Both Parents Father only Mother only Single Parent (Mother / Father) Separated Divorced
(check all that apply) Grandmother Grandfather Foster Home Guardian Child Adopted Father Deceased Mother Deceased

If divorced or separated, provide address of non-resident parent:

Street / City / Zip: _____

If remarriage, provide name of step-parent: _____

Applicant's current and previous schools: _____

Recommended by: _____



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Preschool Student Evaluation Form

Date: _____

TO BE FILLED OUT BY PARENT

Name of Applicant _____
Last First Middle

Date of Birth _____ Applying for Kindergarten _____
Month Day Year

I hereby give permission to release the information on this form concerning my child, (named above) to Notre Dame des Victoires School.

I, the parent, understand that I will not have access to this confidential information.

Parent's Signature

TO BE FILLED OUT BY STUDENT'S PRESENT SCHOOL AND SENT TO NDV

The above-named student has applied for acceptance into our school as indicated. We ask you to complete this descriptive form, which will assist us in deciding if our program suits this child's educational needs. We sincerely appreciate your cooperation in helping to evaluate this applicant, and we assure you that this information will be held in confidence. **It is due no later than December 21st.**

Name of school: _____

Student's current grade: _____

Current grade class size: _____

How long have you known this student? _____

Date of entry in your program _____

Length of school day _____

Number of days per week _____

Language(s) spoken in the home _____

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Preschool Student Evaluation Form

Student's Name: _____ Date: _____

4 = strong area **3** = age appropriate **2** = needs development **1** = area of concern

Personal Development	4	3	2	1
Can be a friend				
Plays cooperatively				
Is supportive of peers				
Relates comfortably with adults				
Shares well				
Demonstrates self-confidence				
Accepts responsibility for behavior				
Solves own problems				
Displays flexibility with changes in routines				
Exhibits creativity/imagination				
Is willing to try new activities				
Separates easily from parent(s)				
Accepts limits				
Can take turns				
Accepts constructive criticism				
Self-help skills (bathroom, clothes, lunch, etc.)				

Physical Development	4	3	2	1
Small muscle control and coordination				
Large muscle control and coordination				
Speech development				

Skills Development	4	3	2	1
Listens attentively in small group				
Listens attentively in total class group				
Follows directions				
Completes tasks				
Can focus on a single task				
Works independently				
Respects classroom routines				
Makes own choices				
Moves easily between activities				
Uses material purposefully				
Is self motivated				

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Preschool Student Evaluation Form

Student's Name: _____ Date: _____

Please comment on the following:

1. Activities this child prefers: _____

2. Most likely to avoid this learning task: _____

3. The child's interaction with peers: _____

4. The child's interaction with parents: _____

5. Need for attention: _____

6. Activity/excitability level: _____

7. How child handles frustration: _____

8. What kind of program would you like to see for this child? _____

9. We welcome any other information that you think would be helpful. Please include comments concerning any special needs of this child and/or family? _____

Specific Recommendation: _____ Highly Recommended _____ Recommended

_____ Recommended with reservations _____ Prefer not to make recommendation (*please explain*)

Name _____ Position _____

School Name _____ Phone _____

School Address _____

Signature _____ Contact Email _____



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Tuition and Aide Fees 2018–2019

The following is a summary of the tuition and aide fees for attending Ecole Notre Dame des Victoires for the 2018-2019 school year.

TUITION

	Monthly August - May	Annual Total
1 Child	\$955.00	\$9,550.00
2 Children	\$1,765.00	\$17,650.00
3 or More Children	\$2,490.00	\$24,900.00

AIDE FEES

The aide fees are per child and are in addition to the tuition above. These fees help cover the salary and benefits of the aides in the respective classrooms.

	Monthly August - May	Annual Total
Kindergarten, 1 st , 2 nd Grade	\$100.00	\$1000.00
3 rd , 4 th , 5 th Grade	\$60.00	\$600.00
6 th , 7 th , 8 th Grade	\$30.00	\$300.00

The tuition and aide fees are paid monthly from August 2018 through May 2019, **on the 5th or the 20th of the month**, depending on which payment date you choose, **through the FACTS Tuition Management Program**.

ANNUAL GIVING PLEDGE (AGP)

Each family is asked to commit to a yearly pledge of **\$600.00** per family to Notre Dame des Victoires Church. The Annual Giving donation allows the parish to subsidize the school with enrichment programs and repairs and maintenance of the school plant as well as other needs.

FINANCIAL AID INFORMATION

Applications for the Basic Fund and the Archdiocesan Grant can be requested from the school secretary. NDV scholarships are available on a case per case basis after one year of enrollment.

NDV At A Glance

ENROLLMENT	Approximately 305 students; co-educational, multi-cultural community of learners
GRADES	Kindergarten through 8th grade; one class for each grade
FRENCH	Daily instruction in French language and culture—all grades
FACULTY & STAFF	17 full-time credentialed teachers, many with advanced degrees; two native French teachers, two technology teachers, learning support specialist, dedicated art, physical education and music teachers, two librarians (K-2 and grades 3-8), school counselor, independent music teachers in cello, violin and piano; teachers aides in all grades
FACILITIES	12 classrooms with interactive white boards, fully equipped science lab, library with a collection of over 10,000 books, music room, art room, computer technology lab, mobile laptop computer cart, iPads, auditorium/theater facility, gymnasium, school chapel, cafeteria
ACADEMICS	Students consistently perform in the highest percentile rankings in all areas of the curriculum; challenging and robust project-based curriculum program
ATHLETICS	CYO "Hall of Fame" Athletic Director facilitates after-school sports program for both boys and girls Grades 3-8 in soccer, volleyball and basketball; students also participate in cross-country and track and field tournaments; all teams play in the Catholic Youth Organization (CYO); K-2 co-ed sports are parent organized and play soccer and basketball
MATRICULATION	Graduates attend prestigious Catholic and private high schools as well as competitive public high schools
NDVPA	Active parent involvement in the school community
ADMISSION	Ecole Notre Dame des Victoires, mindful of its mission to be witness to the love of Christ for all, admits students of any race, national and ethnic origin. Likewise, NDV does not unlawfully discriminate against any applicant for employment on the basis of age, sex, disability, race, color and national and/or ethnic origin.



What we cared about most was
strong academics, strong community,
and solid values. NDV has them all.

— NDV Parent

Ecole Notre Dame des Victoires
659 Pine Street San Francisco, CA 94108

ph (415) 421.0069
admissions@ndvsf.org

www.ndvsf.org/school

