



# ECOLE NOTRE DAME DES VICTOIRES

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*Excellence in French Catholic Education Since 1924*

*est.* 1924



## NDV's Mission

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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.

This packet provides a brief overview about NDV, detailed information about the admissions process along with an Application Form, Request of Educational Records, and Student Evaluation Form.

The application deadline for Grades 1–8 is January 31, 2019 for priority processing. For your application to be processed, it must be **complete**, and accompanied by:

- Student Evaluation Form – please submit form to your child’s current school teacher
- Educational Records – for the current year and previous two years
- 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, we will contact you to schedule a shadow date. Shadow dates will be scheduled for late February and early March. Admission decisions will be made by late March.

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. 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](mailto:admissions@ndvsf.org).

Sincerely,

*Sarah M. Currier*

Sarah Currier  
Principal

est. 1924

# Grades 1 to 7

## Admissions Procedures

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### STEP 1

#### TOUR NDV SCHOOL

Contact NDV Director of Admissions at (415) 421.0069 or [admissions@ndvsf.org](mailto: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.

### STEP 2

#### COMPLETE AN APPLICATION

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

- o 1. NDV Application Form (all fields filled out)
- o 2. Confidential Student Evaluation Form completed by your child’s current teacher and mailed directly to NDV
- o 3. Educational Records for the current year and previous two years
- o 4. Copy of child’s birth certificate
- o 5. If Catholic, a copy of your child’s baptismal certificate
- o 6. \$110.00 non-refundable application and assessment fee (Please make checks payable to NDV).
- o 7. Mail complete application to:   
Ecole Notre Dame des Victoires  
Attn: Admissions  
659 Pine Street San Francisco, CA 94108

### STEP 3

#### STUDENT SHADOW DATE

After your completed application is received, you will be contacted to schedule a shadow date to take place some time in late February and early March.

### STEP 4

#### NOTIFICATION

Admission Status Letters for Grades 1-7 are ongoing between February and June. If your child is accepted to the school and the class you are interested 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 Citizen? (Y / N)	First Name	Middle Name	Gender (M / F)	U.S.
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:**  Father only  Mother only  Both Parents  Single Parent (Mother, Father)  
(check all that apply)  Grandmother  Grandfather  Foster Home  Guardian  Child Adopted  
 Father Deceased  Mother Deceased  Separated  Divorced

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: \_\_\_\_\_





# ECOLE NOTRE DAME DES VICTOIRES

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## Grades 1-7 Student Evaluation Form

Date: \_\_\_\_\_

### TO BE FILLED OUT BY PARENT

Name of Applicant \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Applying for grade: \_\_\_\_\_  
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

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### TO BE FILLED OUT BY STUDENT'S PRESENT SCHOOL AND MAILED BACK TO NDV

The above named student has applied for admission to Ecole Notre Dame des Victoires. We would appreciate it if the student's current teacher would take a few minutes to complete this form and return it to the office of NDV School. Thank you!

Name of school: \_\_\_\_\_

School address: \_\_\_\_\_

School phone: \_\_\_\_\_

Student's current grade: \_\_\_\_\_ Current grade class size: \_\_\_\_\_

How long have you known this student? \_\_\_\_\_

# ECOLE NOTRE DAME DES VICTOIRES

## Grades 1-7 Student Evaluation Form

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Please reflect student's progress by placing an "x" in the appropriate box.

<b>Conduct</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
Demonstrates courteous behavior			
Displays cooperative attitude			
Works effectively in groups			
Respects authority			
Respects rights and feelings of others			
Respects property			
Accepts responsibility			
Demonstrates self-control			
Follows classroom / school rules			
Follows playground rules			

<b>Effort / Work Habits</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
Seeks help appropriately			
Works to ability			
Works independently			
Completes tasks on time			
Demonstrates neatness			
Completes and returns homework			
Participates in class			
Brings needed materials to class			

<b>Family Information</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
Is on time for drop-off and pick up			
Follows the rules and policies of the school			
Follows through with school recommendations			
Participates in school activities			
Cooperates with school administration			
Cooperates with classroom teachers			
Has realistic expectations for their child			
Communicates openly with school			

# ECOLE NOTRE DAME DES VICTOIRES

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## Grades 1-7 Student Evaluation Form

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

**Please share with us the student's strength's:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please share with us the student's challenges:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Professional Educational Learning Assessment:** Yes / No (*please circle one*) If yes, date \_\_\_\_\_

**Specific Recommendation:** \_\_\_\_\_ Highly Recommended

\_\_\_\_\_ Recommended

\_\_\_\_\_ Recommended with reservations (*please explain*)

\_\_\_\_\_ Prefer not to make recommendation (*please explain*)

Evaluation completed by \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Thank you for taking time to assist us in our admission process.





# ECOLE NOTRE DAME DES VICTOIRES

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## Request of Educational Records

**PARENTS:** Please sign below and submit this form to your child's current school in order that copies of their current transcript may be forwarded to Ecole Notre Dame des Victoires.

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**SCHOOL:** The student named below has applied to Ecole Notre Dame des Victoires. We ask that you forward to us his/her transcript, teacher reports, and any standardized test records for the current school year and for the previous two years.

Please forward any questions to Desiree Almendares, Director of Admissions at (415) 421.0069 or [admissions@ndvsf.org](mailto:admissions@ndvsf.org).

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### **Federal Statute Entitled: Privacy Rights of Parents and Students**

Schools may send a student's educational record to officials or school systems in which the student seeks or intends to enroll, upon condition that the student's parents are notified of the transfer, received a copy of the record, if desired, and have an opportunity to challenge the content of the record.

I have read the above statement. Please send the educational records of my child,

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Full Name	Birth date	Grade
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To: Ecole Notre Dame des Victoires  
Attn: Admissions  
659 Pine Street  
San Francisco, CA 94108

Print name of parent \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date \_\_\_\_\_



# ECOLE NOTRE DAME DES VICTOIRES

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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.

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### TUITION

	<b>Monthly August - May</b>	<b>Annual Total</b>
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

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### 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.

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

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

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### 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.

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### 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.

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# NDV At A Glance

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<b>ENROLLMENT</b>	Approximately 305 students; co-educational, multi-cultural community of learners
<b>GRADES</b>	Kindergarten through 8th grade; one class for each grade
<b>FRENCH</b>	Daily instruction in French language and culture—all grades
<b>FACULTY &amp; STAFF</b>	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
<b>FACILITIES</b>	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
<b>ACADEMICS</b>	Students consistently perform in the highest percentile rankings in all areas of the curriculum; challenging and robust project-based curriculum program
<b>ATHLETICS</b>	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
<b>MATRICULATION</b>	Graduates attend prestigious Catholic and private high schools as well as competitive public high schools
<b>NDVPA</b>	Active parent involvement in the school community
<b>ADMISSION</b>	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](http://www.ndvsf.org/school)

