



ECOLE NOTRE DAME DES VICTOIRES

Excellence in French Catholic Education Since 1924

est. 1924



NDV's Mission

Grounded in the Marist Charism, French Tradition, and guided by the example of Mary: the mission of Ecole Notre Dame des Victoires Catholic Community is to nurture the whole child spiritually, academically, socially, emotionally, and physically and to support a diverse group of learners who endeavor to develop an inclusive and compassionate world.



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 1–7 is January 31, 2020 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 2019 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.

Sincerely,

Sarah Currier
Principal

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Grades 1 to 7

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.

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 current teacher and mailed directly to NDV
- 3. Educational Records for the current year and previous two years
- 4. Copy of child’s birth certificate
- 5. If Catholic, a copy of your child’s baptismal certificate
- 6. \$110.00 non-refundable application and assessment fee
(Please make checks payable to NDV).
- 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: **TK** **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: _____



ECOLE NOTRE DAME DES VICTOIRES

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.

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.

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,

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

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

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 the student's current teacher to take a few minutes to complete this form and return it to the office of NDV School either by email at admissions@ndvsf.org or by mailing it directly to the 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? _____

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Grades 1-7 Student Evaluation Form

Student's Name: _____ Grade _____ Date: _____

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

Conduct	Excellent	Satisfactory	Needs Improvement
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			

Effort / Work Habits	Excellent	Satisfactory	Needs Improvement
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			

Family Information	Excellent	Satisfactory	Needs Improvement
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			

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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.



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Tuition and Aide Fees 2019–2020

The following is a summary of Tuition and Aide Fees for attending Ecole Notre Dame des Victoires in the 2019-2020 school year.

TUITION

TRANSITIONAL KINDERGARTEN	Monthly August - May	Annual Total
1 Child	\$1,199.00	\$11,990.00
KINDERGARTEN TO 8TH		
1 Child	\$994.00	\$9,940.00
2 Children	\$1,836.00	\$18,360.00
3 or More Children	\$2,590.00	\$25,900.00

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
Transitional Kindergarten	\$189.00	\$1,890.00
Kindergarten, 1 st , 2 nd Grade	\$109.00	\$1,090.00
3 rd , 4 th , 5 th Grade	\$65.00	\$650.00
6 th , 7 th , 8 th Grade	\$33.00	\$330.00

The tuition and aide fees are paid monthly from August 2019 through May 2020, **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 office. NDV scholarships are available on a case per case basis after one year of enrollment.

NDV At A Glance

ENROLLMENT	Approximately 285 students; co-educational, multi-cultural community of learners
GRADES	Transitional Kindergarten through 8th grade; one class per 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 (TK-2 and grades 3-8), school counselor, independent music teachers in cello, guitar, violin and piano; teachers aides in all grades
FACILITIES	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, tablets, auditorium/theater facility, gymnasium, school chapel, cafeteria
ACADEMICS	Students consistently perform in the highest percentile rankings in all ares of the curriculum; challenging and robust project-based curriculum program
ENRICHMENT	A vast array of student offerings from leadership opportunities to clubs include Student Council, California Junior Scholarship Federation, Academic Decathlon, Robotics, Coding, Academic Chess, French Club, Choir, Ecology Club and more. NDV students engage and participate in regular community service activities at St. Anthony's and Gubbio, food drives, and fundraisers.
ATHLETICS	CYO "Hall of Fame" Athletic Director facilitates after-school sports for students in 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.



Photography by Teresa O'Brien Photography



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

