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.
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 must meet the age requirement as follows: **Transitional Kindergarten, five years of age by December 1, 2020**
**Kindergarten, five years of age before September 1, 2020.**

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 TK and Kindergarten 2020 is December 6, 2019 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 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 – attend the TK and Kindergarten Evening Open House, October 3rd, 2019, 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
TK & Kindergarten Admissions Calendar

FOR APPLICANTS TO THE 2020-2021 SCHOOL YEAR
School tours are available on most Thursdays, September through December. 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. To schedule a school tour, contact the Director of Admissions at (415) 421.0069 or email admissions@ndvsf.org.

September to December
Thursday morning Parent Tours at 8:45 am – 10:30 am

October 3, 2019
TK and Kindergarten Evening Open House
*Presentation, School Tour and Reception*
5:30 – 7:30 pm | NDV School Auditorium
RSVP to admissions@ndvsf.org

December 6, 2019
TK and Kindergarten Application Priority Deadline
Applications received by December 6th will receive priority testing dates. TK & Kindergarten applications will continue to be accepted after December 6th and processed in the order received.

December 20, 2019
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.

TRANSITIONAL KINDERGARTEN ONLY
Assessments for TK will be scheduled following receipt of application. Admission decisions will be mailed, and emailed, following the assessment and upon review of the applicant’s file. A non-refundable enrollment fee will be due within one week of acceptance.

KINDERGARTEN ONLY

January 11, 2020
Kindergarten Admission Assessment
Developmental Readiness Assessment (45-minutes) with a teacher.
*You will be informed by mail of the date and time once your application has been processed. Your child’s attendance is mandatory.*

January 25, 2020
Kindergarten Observation Day
A group visit “playdate” with other prospective applicants.
*You will be informed by mail of the date and time once your application has been processed. Your child’s attendance is mandatory.*

January 30, 2020
Kindergarten admission decisions mailed and emailed

February 6, 2020
Kindergarten enrollment fee due to secure placement (non-refundable).
TK & 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.

**TK & Kindergarten Evening Open House**
*Presentation, School Tour and Reception*
Thursday, October 3, 2019 from 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 (with all fields filled out)
2. Confidential Student Evaluation Form completed by your child’s pre-school/school and mailed directly to NDV (*Deadline, December 20*st)
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**

**KINDERGARTEN ONLY 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 Kindergarten assessment and group observation appointment. Please see admissions calendar for scheduled dates.

**STEP 4**

**TRANSITIONAL KINDERGARTEN NOTIFICATION**
TK admission letters will be mailed and emailed following their assessment, and upon review of the applicant’s file. A non-refundable enrollment fee will be due within on week of acceptance.

**KINDERGARTEN NOTIFICATION**
Kindergarten letters will be mailed and emailed on January 30, 2020. A non-refundable enrollment fee is due by February 6, 2020 (no later than 12:00 pm). 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.
Please complete ALL sections and please print clearly.

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Gender (M / F)</th>
<th>U.S. Citizen? (Y / N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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:
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 20th. Please mail directly to the school or email it to admissions@ndvsf.org.

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 ________________________________________________________________
### Preschool Student Evaluation Form

**Personal Development**

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

**Physical Development**

|                                                               | 4 | 3 | 2 | 1 |
|                                                               |---|---|---|---|
| Small muscle control and coordination                         |   |   |   |   |
| Large muscle control and coordination                         |   |   |   |   |
| Speech development                                            |   |   |   |   |

**Skills Development**

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<thead>
<tr>
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<th>4</th>
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<th>1</th>
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</thead>
<tbody>
<tr>
<td>Listens attentively in small group</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listens attentively in total class group</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follows directions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completes tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can focus on a single task</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Works independently</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respects classroom routines</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makes own choices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moves easily between activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses material purposefully</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is self motivated</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
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 ________________________________
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**

<table>
<thead>
<tr>
<th></th>
<th>Monthly August - May</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Child</td>
<td>$1,199.00</td>
<td>$11,990.00</td>
</tr>
</tbody>
</table>

**KINDERGARTEN TO 8TH**

<table>
<thead>
<tr>
<th></th>
<th>Monthly August - May</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Child</td>
<td>$994.00</td>
<td>$9,940.00</td>
</tr>
<tr>
<td>2 Children</td>
<td>$1,836.00</td>
<td>$18,360.00</td>
</tr>
<tr>
<td>3 or More Children</td>
<td>$2,590.00</td>
<td>$25,900.00</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th></th>
<th>Monthly August - May</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transitional Kindergarten</td>
<td>$189.00</td>
<td>$1,890.00</td>
</tr>
<tr>
<td>Kindergarten, 1st, 2nd Grade</td>
<td>$109.00</td>
<td>$1,090.00</td>
</tr>
<tr>
<td>3rd, 4th, 5th Grade</td>
<td>$65.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>6th, 7th, 8th Grade</td>
<td>$33.00</td>
<td>$330.00</td>
</tr>
</tbody>
</table>

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

— NDV Parent