

SAINT MONICA SCHOOL

Greetings Families,

Welcome to Saint Monica School! Founded by the Sisters of the Holy Names of Jesus and Mary in 1919, we have been offering quality Catholic education for more than 100 years! While we have come a long way since, our core mission has not changed.

Saint Monica is a place where students are nurtured and challenged. Here you will find an inclusive spirit and engaging program. We want our students to thrive – academically, spiritually, and more. At every age level, our students embrace our Schoolwide Learning Expectations (SLEs), learning and practicing the skills to become:

- God's Children**
- Responsible Individuals**
- Academically Empowered Learners**
- Caring Citizens**
- Effective Communicators**

We are very proud of our students who go on to attend competitive college preparatory high schools in San Francisco.

Our greatest strength is our ability to provide an exceptional Catholic education in an up-to-date facility at an affordable tuition rate. Our dedicated parents work together to provide financial support for our school and a rich community life for our families.

We welcome families of all faiths and cultural backgrounds. We accept students to our school at any time during the school year.

Thank you for taking the time to visit us today. This is the best way to become acquainted with our school and see the vitality of our students and community. Please feel free to contact me if you have any questions about Saint Monica School.

Sincerely,

Vincent M. Sweeters
Principal
sweeters@stmonicasf.com

SAINT MONICA SCHOOL



AT A GLANCE:

As reflected in our Schoolwide Learning Expectations (GRACE), we offer values-based education that strives to recognize the gift each child brings to our school.

Strong, comprehensive core academic program

Experienced, dedicated faculty and staff

Variety of enrichment classes to round out our program, including Science, Technology/Engineering, Art (STEAM), Spanish

Affordable and flexible Extended Care offered daily in a safe, family-oriented environment

Wide range of extracurricular activities where students explore current and new interests, including STEM Club, Drama, Language Classes, Band

Robust Athletics program for 3rd – 8th Grades. Go Bulldogs!

Our graduates go on to area college preparatory high schools.

SAINT MONICA SCHOOL

The Sisters of the Holy Names of Jesus and Mary (SNJM) established our school in 1919. While the Sisters have not been a physical presence in our school for many years, their charism is still present in everything we do. Just as the SNJM are dedicated to the “full development of the person,” Saint Monica strives to do more than provide an exceptional academic program. We strive to nurture and grow each child so they may reach their full potential.

Our Mission and Philosophy reflect this commitment to educating the whole child.

MISSION STATEMENT

Our mission, which reflects our Roman Catholic Faith, is to provide a supportive, Christ-centered environment, and a vigorous, comprehensive academic curriculum, engaging the full range of a student’s development.

PHILOSOPHY

The Saint Monica School Community strives to live Jesus’ message of respect, love, and concern for one another in our contemporary and multi-cultural world. Our parents, faculty, staff and parishioners cooperate to build a community that fosters the religious, intellectual, moral, social, cultural and physical growth of each student. We continue the welcoming tradition of our founding religious order, the Sisters of the Holy Names of Jesus and Mary, to provide our students and families with an education in the faith, to offer service to the needy, and to promote an appreciation of the Fine Arts.

SAINT MONICA SCHOOL

SCHOOLWIDE LEARNING EXPECTATIONS

Our Schoolwide Learning Expectations are the outcomes our students strive to achieve during their time at Saint Monica School.

God's Children who:

- 1) Understand the teachings of the Catholic Church and Scripture as the living Word of God.
- 2) Develop a relationship with God through prayer.
- 3) Respect the sacredness of life, family and all of God's creation.
- 4) Make moral decisions fostering compassion, tolerance and justice.

Responsible Individuals who:

- 1) Develop a strong work ethic and one's own unique God given talents.
- 2) Participate in the fine arts, drama and music.
- 3) Demonstrate athletic effort and good sportsmanship.
- 4) Practice good personal health habits and a commitment to fitness.

Academically Empowered Learners who:

- 1) Show excitement to learn.
- 2) Learn in different ways.
- 3) Solve problems.
- 4) Organize their schoolwork and homework.

Caring Citizens who:

- 1) Show appreciation for the unique individuality of all persons.
- 2) Serve community members on family, local, national and global levels.
- 3) Acknowledge the importance of diverse cultures.
- 4) Promote stewardship and the ecological sustainability of the natural world.

Effective Communicators who:

- 1) Articulate ideas clearly, creatively and effectively.
- 2) Listen respectfully and interact cooperatively.
- 3) Evaluate diverse viewpoints.
- 4) Utilize technology for gathering, processing and sharing information.

SAINT MONICA SCHOOL

SCHOOL PROFILE

FOUNDED: In 1919 by the Sisters of the Holy Names of Jesus and Mary.

GRADES: Co-ed, kindergarten through 8th grade

ENROLLMENT: Approximately 200 students, with an average class size of 23

FACTULTY AND STAFF: Saint Monica's faculty and staff include 9 classroom teachers. Additional faculty/staff include a science teacher, librarian, classroom aides, Extended Care director, learning specialist, learning support teacher. All teaching staff hold a valid California Teaching Credential, several with advanced degrees or additional certifications.

SCHOOL HOURS: All school days begin at 8:00 a.m. Dismissal is at 3:00 p.m. on regular school days, at 2:00 on Wednesdays, and 12:30 p.m. on minimum days.

OFFICE HOURS: 7:00 a.m. to 3:30 p.m. school days.

DEMOGRAPHICS: Reflecting the rich diversity of the City, approximately 39% of our student body identify as white, 34% Asian, 25% multiracial, and 2% African American. 10% of our families identify as culturally Hispanic.

RELIGIOUS AFFILIATION: Approximately 50% of our student body is Roman Catholic. Our school day begins with student-led morning prayer at Morning Assembly. All students participate in daily Religion classes and monthly student-led liturgies celebrated in Saint Monica Church. Students of all faiths/religious backgrounds are welcome.

FINANCIAL AID: Financial Aid is available to qualifying families through The BASIC Fund, the Archdiocese of San Francisco Family Grant Program, and/or Saint Monica Parish and School Tuition Assistance.

FUNDRAISING: Annual tuition covers a portion of the true cost of each child's education. Fundraising activities are an important source in making up the difference. Parent-led fundraising adds an average of \$100,000 per year toward the difference. Our primary fundraising events are the Annual Spring Dinner/Auction Gala, and two additional fundraising events (fall and spring). Families are required to contribute to these events.

SAINT MONICA SCHOOL

PROGRAM OVERVIEW

CAMPUS: Our impressive facility has 9 regular classrooms, as well as dedicated spaces for: Science, library, art, music, learning support, counseling, extended care. We also have a gym used for PE and afterschool sports.

TECHNOLOGY: We are fully networked with a modern, reliable, wireless network that can accommodate 1:1 device usage (iPads in the lower grades and Chromebooks in the upper grades). Classrooms/learning spaces are also outfitted with flat screen monitors and document cameras.

LEARNING SUPPORT: Our learning support program is staffed by a full-time learning specialist and a part-time specialist teacher. Recognizing that not all students learn in the same way or at the same pace, our Learning Support staff collaborates with classroom teachers to provide support for students in grades 1 through 8 who may need extra help. Support can include small group pull out, in classroom support, 1:1 support.

SPANISH: Language instruction has many benefits beyond learning a new language, including improved attention span and creativity. In preparation for high school and to live in a global world, Spanish is taught twice a week to students in all grades.

ART: Art education is an integral part of a well-rounded education. Students in all grades receive weekly art instruction in our dedicated Art Room. Our art program is hands-on where students work with different media while learning artistic concepts and the foundational principles and elements of design. Students take pride in and our community enjoys their masterpieces, many of which are displayed throughout the school.

MUSIC: Music instruction rounds out art education at Saint Monica School. All students experience the joy of music through weekly instruction in our dedicated Music Room. Students learn through an Orff approach to music where they can play, imitate and experiment with music. Students gain confidence through performing in our annual Christmas Program and Spring Talent Show.

EXTRA-CURRICULAR ACTIVITIES: Students have a wide-range of afterschool activities to choose from. Some enriching activities include Mandarin, Lego/Robotics/Coding, CYO sports, Drama Club.

LUNCH: Students provide their own lunch on all full school days. Students may bring their own lunch or order hot lunch through www.Choicelunch.com. On minimum days, students going to Extended Care bring own their lunch.

HIGH SCHOOL ACCEPTANCES: Our students are consistently accepted to competitive private and public San Francisco schools. Some schools our graduates attend: St. Ignatius College Prep, Sacred Heart Cathedral Prep, Lowell, Archbishop Riordan High School.

SAINT MONICA SCHOOL

ENRICHMENT PROGRAM

EXTENDED CARE:

Extended care is available each school day with the exception of Registration Day and the last day of school. Extended care is available beginning at school dismissal and until 6:00 p.m.

- Tuition is invoiced monthly for students with a set schedule
- As a convenience for families, there is an hourly rate for drop-in care
- Director contact: extendedcare@stmonicasf.org

ATHLETICS (CYO):

Starting in 3rd grade, students can take part athletic sports through CYO League (Catholic Youth Organization). Coached by parent volunteers, the focus is on developing a love for the game, building skills and having fun while learning good sportsmanship and teamwork. Saint Monica CYO sports are open to students in our school and/or parish.

Sports are available as follows:

- Girls: volleyball, soccer, basketball
- Boys: soccer, basketball, baseball, volleyball
- Co-ed Sports: fall cross country meets, spring track

Our Athletic Director would be happy to answer questions you may have:
athletics@stmonicasf.org.

EXTRA-CURRICULAR ACTIVITIES:

Saint Monica School offers a wide variety of extracurricular activities that give students the opportunity to engage in current interests, explore new ones, learn new skills, and more. Some activities are taught/moderated by volunteers and others by independent contractors. Depending on the activity, it may be free or tuition based.

Activities include: Lego/Robotics/Coding Club, Middle School STEM club, Drama Club, Mandarin, Academic Chess, Band Instruments

SAINT MONICA SCHOOL



APPLICATION AND INFORMATION PACKET Overview of Materials

Included in this packet is the following materials/information:

Left side of packet: Application Process

1. Overview of Packet Materials
2. Admissions Process
3. School Tour and Open House Schedule
4. Application Form (2 pages)
5. Preschool Evaluation Form
6. Tuition Schedule

Right side of packet: School/Program Information

1. Principal Welcome and Introduction Letter
2. Our Guiding Principles:
 - a. Mission and Philosophy Statement
 - b. Schoolwide Learning Expectations
3. School Community Profile
4. Program Overview
5. Enrichment Program

Transfer students are welcome at any time!

SAINT MONICA SCHOOL

APPLICATION PROCESS

We accept applications for all grades throughout the school year. Transfer students are welcome at any time. Families of all faiths are welcome.

1. **Submit an application** (Applications are considered when all the following has been provided):
 - a. \$50 non-refundable application fee
 - b. A completed school application form
 - c. A copy of the child's birth certificate
 - d. A copy of the child's baptismal certificate (if baptized Catholic)
 - e. A completed Preschool Recommendation Form (for incoming Kindergarten students) or copies of the child's report cards from the past two years from their previous school (for students entering grades 1-8)
2. **Assessment for your child**
 - a. **Incoming Kindergarten Assessments:**

A child must be five years old by September 1st to be eligible for Saint Monica School's Kindergarten Class. After an application has been submitted, an appointment for the Kindergarten Readiness Assessment will be scheduled. Kindergarten acceptances and enrollment are based on a rolling admissions process.
 - b. **Incoming 1st – 8th grade Assessments:**

Acceptance into 1st-8th grades at Saint Monica School is based on a child's readiness for our program. Incoming 1st graders must be six years old by September 1st to be eligible for 1st grade. The respective grade-level teacher(s) will schedule and administer an assessment of academic readiness. Acceptance is based on space available, the assessment, and review of the principal and respective teachers.

Eligibility for Enrollment

The developmental and behavioral age of a child is a strong factor in considering acceptance. The developmental age is the child functioning as a total person: emotionally, intellectually, physically and socially. Prospective students must be fluent in English. The priority for acceptance is:

1. Sibling of current student
2. Catholic student
3. Non-Catholic student

Non-Discrimination Policy

Saint Monica School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. Saint Monica School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, gender or disability in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

SAINT MONICA SCHOOL

2023-2024 SCHOOL TOURS/OPEN HOUSES

FALL 2023 SCHEDULE

Fall Tours:

We welcome prospective parents/guardians to tour Saint Monica School to see our facility, learn about our program and meet our staff, parents and students. All tours begin at 8:30 a.m. and last about an hour and thirty minutes.

- Wednesday, October 11
- Monday, October 23
- Monday, November 6
- Wednesday, November 15
- Wednesday, November 29

Reservations are required for school tours and can be made:

- By emailing office@stmonicasf.org
- By calling 415-751-9564

When making a reservation, please include your name, contact information (email and phone), and the grade(s) you are interested in.

Community Open Houses:

We invite our community to join us at our Open House:

- Fall: Sunday, November 5th
12:00 pm – 2:30 pm

Features of the Open Houses:

- Parent Association hosted reception
- School Tours conducted by Middle School Students

This is a wonderful opportunity for families, parishioners, alumni, alumni parents, etc. to reminisce and see the school today. No reservations required for Open Houses.

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APPLICATION FOR STUDENT ENROLLMENT Part 1 of 2

STUDENT INFORMATION (please print):

Applying for school year: _____

Grade entering: _____

Male/Female: M ___ F ___

Student last name: _____

Student first name: _____

Student middle name: _____

Primary address: _____

City & Zip: _____

Primary phone: _____

Birthdate: _____

Birthplace: _____

(Please attach copy of birth certificate.)

Child's Religious Affiliation: _____

Baptismal date (if applicable): _____

(Please attach copy of child's Baptismal Certificate.)

Parish: _____

City & State: _____

If you are Catholic, are you registered parishioners? Yes. ___ No ___

Which parish? _____

Child's Ethnicity (please choose one): ‘

_____ Native American/Alaskan

_____ Chinese

_____ Japanese

_____ Filipino

_____ Korean

_____ Vietnamese

_____ Other Asian

_____ African American

_____ Native Hawaiian/Pacific Islander

_____ White

_____ Multi-racial

or

Other (please state): _____

Does your child identify as culturally Hispanic?

Yes ___ No ___

Please complete Parent/Guardian Information on reverse.

PARENT INFORMATION (please print):

PARENT/GUARDIAN 1:

First name: _____

Last name: _____

Email address: _____

Cell phone: _____

Address (if different from child) _____

Occupation: _____

Birthplace: _____

U.S. Citizen: Yes ____ No ____

Religious Affiliation: _____

PARENT/GUARDIAN 2:

First name: _____

Last name: _____

Email address: _____

Cell phone: _____

Address (if different from child) _____

Occupation: _____

Birthplace: _____

U.S. Citizen: Yes ____ No ____

Religious Affiliation: _____

Who does the child primarily live with (please choose one):

_____ Both parents

_____ Parent/Guardian 1

_____ Parent/Guardian 2

Other (please explain): _____

If separated or divorced, who has custody? _____

(A copy of the custody section of the decree is required to be on file in the school office.)

SAINT MONICA SCHOOL

APPLICATION FOR STUDENT ENROLLMENT Part 2 of 2

Has your child ever previously applied for admission or attended Saint Monica?

Yes _____ No _____

Name of school child most recently attended or is currently attending:

School: _____

Address: _____

Phone: _____

Please attach a copy of the student's report cards from the last two academic years, if applicable.

How did you first learn of Saint Monica?

Online research | I am an alumnus |
Newspaper ad | Referred by someone |
Other _____

If you were referred to us, whom may we thank for referring you? _____

Do you have other children who currently attend or previously attended Saint Monica?

If yes, what grade(s) or graduation year(s)?

Do you have other children who are also applying at this time for admission?

If yes, please list name(s) and grade(s) applying to?

Please Note:

Please include a \$50.00 non-refundable application fee with this form. This is an application, not a registration form. This application does not suggest any obligation for registration on behalf of the school.

A family's complete fulfillment of the regular tuition, fees, and parental obligation schedule is part of the contract of attending Saint Monica School. Failure to complete this scheduled obligation may result in a student not being eligible for registration the following year.

The instruction of the Roman Catholic religion and participation in school liturgies is an integral part of the curriculum of Saint Monica School. All students, Catholic and not, participate in all religion classes, school liturgies, and classroom/community prayer life.

Saint Monica School, mindful of its witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at this school. Saint Monica School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, gender or disability in administration of educational policies, admissions, policies, scholarship and loan programs, and athletic and other school administered programs.

Official Use Only:

Application Received

Application Fee

Assessment Date:

Birth Certificate

Acceptance Date:

Baptismal Certificate

Registration Date:

Registration Fee

SAINT MONICA SCHOOL

Recommendation Form for Students Entering Kindergarten

Section 1: To be filled out by Parent/Guardian:

Name of applicant: _____ Applicant date of birth: _____

Gender: Male _____ Female _____

I, the parent/guardian, understand I will not have access to the confidential information in Section 2.

Parent/Guardian Signature: _____ Date: _____

Please give entire form to preschool.

Section 2: To be completed by the child's preschool. **Please send completed application directly to:**

Saint Monica School
Attn: Admissions
5950 Geary Blvd.
San Francisco, CA 94121

A. Please write in the appropriate evaluation numbers:

4 = Strength, 3 = Satisfactory, 2 = More time needed, 1 = Area of concern

SELF HELP SKILLS	4	3	2	1
Clothes, bathroom, lunch				

COMMUNICATION SKILLS	4	3	2	1
Social interactions with children				
Social interactions with adults				
Shows self confidence				
Contributes to group discussions				

LISTENING SKILLS	4	3	2	1
Length of attention span				
Listens to directions				
Follows directions & completes tasks				

4 = Strength, 3 = Satisfactory, 2 = More time needed, 1 = Area of concern

GROSS MOTOR SKILLS

	4	3	2	1
Balance (eye, hand & foot)				
Body and spatial awareness				

FINE MOTOR SKILLS

	4	3	2	1
Uses proper grasp				
Small motor tasks (lacing, puzzles)				

LANGUAGE DEVELOPMENT

	4	3	2	1
Speech is clear and understandable				
Asks questions to extend understanding				
Expresses thoughts in words				

B. Please comment on the following:

1. Activities that the child prefers:
2. Greatest strength while interacting with peers:
3. General condition of health exhibited at preschool:
4. Characteristic response to a new task or situation:
5. Ability to handle transitions:

C. Overall Recommendation:

_____ Highly recommended _____ Recommended _____ Recommended with reservations

_____ I prefer not to make a recommendation

Name: _____

Position: _____

Preschool: _____

Phone: _____

Address: _____

Please briefly describe your program, including population size, grouping structure, curriculum and

enrichment activities: _____

SAINT MONICA SCHOOL

TUITION SCHEDULE FOR THE 2023-2024 SCHOOL YEAR

Plan A (Catholic families*)

One child: \$9,400

Two children: \$15,300

Three children: \$19,400

Plan B (Non-Catholic families)

One child: \$10,220

Two children: \$17,200

Three children: \$22,700

* The Catholic tuition rate applies if a student has a Catholic Baptismal Certificate on file in the school office.

Other Fees:

- Application Fee: \$50 per child (new students only)
- Annual Registration Fee: \$500 per student
- Annual School Maintenance Fee**: \$500 per family

** Each family is required to contribute \$500 per year to our school's Maintenance Fund. This fund exists to build facilities improvement or emergency savings funds to cover capital improvements and repairs to our plant. The total fee may be paid over 10 months (\$50 per month) and included with the regular scheduled monthly tuition payments.

Parent Obligations: In addition to the above, parents commit to participation in the fall and spring fundraisers, and the Auction Dinner Gala.

1. **Fall fundraiser:** The Fit & Fun Run: Families contribute a minimum of \$400 to the event. Contributions can be raised through sponsorships or families can opt to "buy-out" by submitting payment of \$400 to the front office.
2. **Spring fundraiser:** The Read-a-thon Rally: Families contribute a minimum of \$400 to the event. Contributions can be raised through sponsorships or families can opt to "buy-out" by submitting payment of \$400 to the front office.
3. **25 General Parent Service Hours** per family for the school year (value equity is \$25.00 per hour, managed by the Parent Club Officers and Saint Monica School Administration).
4. **Auction Dinner Gala:**
 - a. Each family is required to purchase 2 tickets the Auction Dinner Gala or "buy-out" by submitting the equivalent payment value of 2 tickets.
 - b. Parent service hours are required for promotion of the Annual Auction Dinner Gala (value equity of \$100 per hour), managed by the Parent Club Fundraising Committee and the Saint Monica School Administration.

Mandatory Parent Participation Meetings:

1. "Back to School Night" (September)
2. Parent -Teacher Conferences (end of 1st Trimester)
3. Parent General Assembly (as determined by the principal for a special topic)