



ST. PHILIP'S SCHOOL OF SAN FRANCISCO

ACADEMICS • COMMUNITY • FAITH • ENRICHMENT

Dear Parents and Guardians,

Thank you for your interest in St. Philip's School. I am delighted that you are considering us in your search, and I look forward to meeting you. I have been part of this amazing school community for almost 13 years, and I can attest to the quality of instruction, the warm and caring atmosphere, and the strong values that combine to make this truly a wonderful community.

We take pride in our commitment to an educational experience that meets the needs of the whole child. Academic excellence, faith formation, and enrichment programs create an environment where every child is nurtured and motivated. We encourage our students to grow in knowledge and faith, and to reach their full potential as unique individuals and global citizens.

St. Philip's is a community, where teachers and parents work collaboratively to provide learning experiences for the students. They are encouraged to become lifelong learners, people of faith and integrity, confident individuals and responsible citizens.

St. Philip School offers the following programs & support to its students and parents:

- WASC accredited - Kindergarten through 8th grades (7:50 am to 3:00/3:10pm school schedule)
- Full day Kindergarten
- On-site preschool
- Learning Support Teacher (K-5)
- Math Intervention teacher (6-8)
- Technology Integrated program (K-8)
- Spanish curriculum (K-8)
- Music, P.E. and Art classes (K-8)
- Instructional aides for grades (K-5)
- Competitive Sports Teams
- Affordable extended care (3:00 pm to 6:00 pm)
- After school enrichment programs (chess, piano, arts & crafts, cooking, French)
- Organic hot lunch program

High School Admissions

Our graduates are consistently accepted to top-tier high schools in the bay area and we are incredibly proud of their success. Below is a list of schools our graduates have been accepted to in the last 5 years:

● Archbishop Riordan High School	● Mercy High School
● Bay High School	● Mercy Burlingame
● Convent of the Sacred Heart	● Sacred Heart Cathedral Preparatory
● Drew School	● Saint Ignatius College Preparatory
● Gateway High School	● San Francisco Waldorf School

● Immaculate Conception Academy	● School of the Arts
● International High School	● Stuart Hall High School
● Lick-Wilmerding High School	● The Urban School
● Lowell High School	● University High School
● Lycee Francais	● Washington High School

Admission Eligibility (These Guidelines are set by our Department of Catholic Schools)

A child must be five years of age by September 1st to be eligible for entrance into Kindergarten. It is advisable that children have pre-school experience before attending Kindergarten. With Transitional Kindergarten, the student must be five years of age between September 2nd and December 2nd.

School Tours

We encourage you to take a school tour to experience St. Philip School’s excellence in education first-hand! School Tours can be scheduled by contacting the school office at (415) 824-8467. The school office is open Monday through Friday between 8:00 and 4:00 pm. Tours are offered every Wednesdays at 9:00am.

St. Philip Community

The St. Philip School parents listed below are available to answer any of your questions. Please don’t hesitate to call or email them.

Name	Grade(s)	Phone	Email
Christy Ventura	3rd & 5th	(415) 861-9154	christy@ventura-tech.com
Tony Connell	1st & 4th	(415) 377 6414	tonywine@gmail.com
Ruth Major	5th and 8th	(415) 929-9134	ruthmajor1@gmail.com
Trish Bauer	6th	(415) 264-7546	Trishbauer07@comcast.net
Libby Cartwright	6 th	(415) 596-1609	libbycar@gmail.com
Sheila McCarthy	8th	(415) 298-1167	sheilabmccarthysf@gmail.com

Thank you for considering St. Philip School for your child and family. Please feel free to call me, the school office or the above noted parents with any questions about our school, programs and daily activities. We appreciate your consideration.

Sincerely,



Principal



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Application Process & Key Dates for Kindergarten (2020-2021)

- 1) Pick up an Application Packet from school office or download on the school website.
- 2) Completed Application Packets must include:
 - a. Completed application form
 - b. Copies of Birth and Baptism Certificates
 - c. Current record of all immunizations
 - d. \$75 non-refundable application fee
 - e. Applications for Kindergarten for the 2020-2021 school year are due **Friday, December 6th, 2019**
- 3) Families will be notified to schedule an assessment for their child. Assessments will take place late December and early January.
- 4) Parents will be notified by mail of their child's acceptance by late January, 2020. At this time, they will also receive the enrollment packet which must be submitted within 2 weeks of acceptance to hold placement. The enrollment process requires you to complete the forms and include the non-refundable Enrollment Fee of \$550.



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Application Process & Key Dates Grades 1-8 (2020-2021)

- 1) Pick up an Application Packet from school office or download on the school website.
- 2) Completed Application Packets must include:
 - a. Completed application form
 - b. Copies of Birth and Baptism Certificates
 - c. Current record of all immunizations
 - d. Recent report card and copy of standardized test results (where applicable)
 - e. \$75 non-refundable application fee
 - f. Applications for Grades 1-8 for the 2020-2021 school year is an ongoing process; the last date for accepting applications is **February 7, 2020**.
- 3) Schedule a shadow day by contacting the school office, 415-824-8467.
- 4) Families will be notified by mail of their child's acceptance by mid-February 2020. At this time, you will also receive the enrollment packet which must be submitted within 2 weeks of acceptance to hold placement. The enrollment process requires you to complete the forms and include the non-refundable Enrollment Fee of \$550.



Saint Philip the Apostle School
415-824-8467

665 Elizabeth Street
(Fax) 415-282-0121

San Francisco, CA 94114
www.saintphilipschool.org

Application for Admission

PLEASE PRINT CLEARLY

Application for School Year: _____

Student Information

Application for Grade: _____ Child's Last Name: _____

First Name: _____ Middle Name: _____

Parent #1 Last Name: _____ Parent #2 Last Name: _____

Student

Address: _____

(Street Address)

Home phone: _____

(City)

(Zip Code)

(Please include area code.)

Gender: F M Date of Birth: _____ Place of Birth: _____

U. S. Citizen Yes No

Child's Religion: _____

Are you registered parishioners of St. Philip's Parish? Yes No

(If yes, please write down your parish envelope # _____.)

Date of Baptism and Church & City: _____

Date of first Communion and Church: _____

Ethnicity of Child (Please check): African American Caucasian Chinese Filipino
 Japanese Korean Multi-Racial Other Asian
 Hispanic

Previous school(s) attended or Pre-School(s)

Name of School School Address Dates Attended

Name of School School Address Dates Attended

Birth Certificate _____

Application Fee received _____

For office use only

Baptismal certificate _____

Testing Date _____

Interview Yes No

Medical Records _____

Parent # 1 Information

Last Name: _____ First _____

Address, if different from child:

Street Address

City

State

(Zip)

Contact Information (include area code) Home: _____ Work: _____

Cell: _____ E-Mail: _____

Parent #2 Information

Last Name: _____ First _____

Address, if different from child:

Street Address

City

State

(Zip)

Contact Information (include area code) Home: _____ Work: _____

Cell: _____ E-Mail: _____

Legal Guardian's Information

Last Name: _____ First _____

Address, if different from child:

Street Address

City

State

(Zip)

Contact Information (include area code) Home: _____ Work: _____

Cell: _____ E-Mail: _____

Siblings at St. Philip the Apostle School

Name Grade

Name Grade

Name Grade

Is either parent of student applicant an alumnus? ____ Yes ____ No

(If yes, please indicate year graduated _____ name at time of graduation: _____)

Is there any additional information about your child that you would like to include with this application?

Can you please tell us how you heard about St. Philip the Apostle School?

- Direct Referral from: _____
- Newspaper Ad _____
- Saint Philip Festival _____
- I live in the neighborhood _____
- Existing family or school student _____
- Online Research _____
- Preschool _____
- Other _____

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date

Please note: This is an application and not a registration form. This application does not entail any obligation for registration on the part of St. Philip the Apostle School.

TUITION AND FEES SCHEDULE
2019 - 2020 School Year

A. TUITION

1. Regular Tuition:

- a. 1 Child : **\$10,282.00**
- b. 2 Children : **\$16,946.00**
- c. 3 Children : **\$20,560.00**
- d. Above 3 Children : **\$ 1,063.00** for each additional child

2. In-Parish Tuition for Parish Members*:

- a. 1 Child : **\$ 8,837.00**
- b. 2 Children : **\$15,116.00**
- c. 3 Children : **\$17,831.00**
- d. Above 3 Children : **\$ 908.00** for each additional child

**It is the policy of the school/parish that families requesting the “In-Parish” rate for tuition exhibit an active participation in the life of the parish. This is defined as:*

- a. *Registration in the parish,*
- b. *Attendance in Sunday and Holy Day of Obligation Masses on regular basis,*
- c. *Contribution to the church through the use of Offertory Envelopes or Online Giving, and*
- d. *Participation in a ministry or activity offered by the parish.*

Various opportunities on how one might serve the parish are listed below, but not limited to:

- a. *Involvement in various parish’s organizations as Finance Committee Member, Parish Council Member or Liturgy Committee Member.*
- b. *Involvement in parish ministry as Reader, Eucharistic Minister, Children’s Liturgy, Catechist, RCIA, Baptismal prep, or Choir Member.*
- c. *Assist in preparing the church environment for seasonal liturgical events, regular hospitality server, office help with mailings, outreach food bank participation, clean up after Mass or attend Parish Spiritual enrichment programs*
- d. *Assisting in various maintenance projects around the parish.*

Tuition Payment Options

All tuition payment options is processed through FACTS Tuition Management Payment Plan.

1. Annual Payment.

- a. 2% Tuition discount will be awarded with this payment option.
- b. Payment will be processed on August 1, 2019.

2. Semi-annual Payment.

- a. First half of payment will be processed on August 15, 2019.
- b. Second half of payment will be processed on January 15, 2020.

3. Monthly Payment

- a. Ten equal monthly installments of either on the 1st or 15th of the month.
- b. Ten months period is from August 2019 to May 2020.

B. FEES

1. **Application and Testing Fee - \$75.00 per child**
 - a. A non-refundable fee that is due when an application is completed and submitted by all applicants to St. Philip the Apostle School.
 - b. A testing date and interview will then be scheduled.

2. **Enrollment Fee - \$475.00 per child**
 - a. This is a yearly and non-refundable fee.
 - b. Fee is due within two weeks of acceptance date for new students.
 - c. No student is enrolled or space is saved until this fee is paid.
 - d. Enrollment fee covers the following costs:
 - Text-book rental
 - Standardized tests,
 - Technology,
 - Consumable materials such as workbooks and paper
 - Student insurance
 - Administrative costs
 - Earthquake kits and supplies
 - Miscellaneous supplies for classroom art, projects and various needs
 - School and extended care play/yard equipment

3. **Art + Enrichment Fee - \$500.00 per child**
 - a. Along with Tuition, this fee is payable through FACTS Tuition Management Payment Plan
 - b. This fee covers the following costs:
 - Art classes for all grades
 - Administrative support for admission, marketing, development and alumni relations

4. **Athletics Fee - Fee is varied per child and per sport**

This fee covers sports teams participation during the school year. Athletics Fee covers tournament registrations, gym rentals, and various athletics programs. Athletics Fee and additional fee for team jersey/uniform will be assessed by St. Philip's Athletics during the school year.

5. **Extended Care Fees**
 - a. Hourly rate: \$7.00 per hour, per child
 - b. Late fee of \$2.00 per minute; assessed after the extended care closing time at 6 p.m.

6. **Payment Returned Fees**
 - a. **FACTS Payment Returned Fee - \$30 per returned payment**

This fee will be charged directly by FACTS for all returned payment.
 - b. **School Payment Returned Fee - \$25 per returned payment**

This fee will be billed by school for all returned payments made by check or electronic fund transfer.

7. **Late Fee - \$25.00**

A \$25 late payment fee maybe assessed to families who have not paid their tuition and fees balance in full by the payment deadline.

PARENT CONTRIBUTION REQUIREMENTS
2019 – 2020 School Year

Fundraiser Event/Program	Required Contribution	Contribution Value	Contribution Overview	Timing of Event/Program
Annual Fall Festival	(a). Festival Booth	\$190.00 per family	Two aspects of Festival Booth Contribution: (a). \$45.00 Festival Booth Fee for booths upfront operational expenses and (b). \$145.00 in booth items value	September
	(b). Festival Raffle Tickets Sales	\$140.00 per family	Sell \$140 in raffle tickets	
Scrip Program	Scrip Purchase	\$2,000.00 per family \$1,000.00 per single parent family	Purchase of gift-cards/certificate for self-use	All School Year
		Total Contribution Value		
		<u>\$330.00</u> plus \$2,000.00 scrip purchase per family		
		<u>\$330.00</u> plus \$1,000.00 scrip purchase per single parent family		