

# ST. STEPHEN ELEMENTARY SCHOOL

355 Grafton Street  
Worcester, MA 01604  
PHONE 508.755.3209 FAX 508.770.1052  
[www.st-stephen.net](http://www.st-stephen.net)

*Fully Accredited by the New England Association of Schools and Colleges*

## **APPLICATION PROCESS : KINDERGARTEN**

1. Complete application form and submit with \$100 registration fee.
2. Call the school office to make an appointment for kindergarten screening and assessment.
3. Parent has conference with the principal while child is being screened.
4. Principal confers with teacher(s).
5. Report of status of prospective student(s) from the principal in the form of a letter.

### **If the student is offered acceptance. . .**

- 1) Confirmation in writing to the parent(s)/guardian(s) is sent.
- 2) Remit the tuition down payment (\$300 per child) within two weeks of receipt of acceptance letter.
- 3) Select tuition payment plan and return form to school.
- 4) Purchase of uniforms from J.B. Edward Uniforms prior to school's opening.
- 5) Completion of all mandated medical forms. These will be sent to you.
- 6) Completion of all forms sent during August mailings.

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## **APPLICATION PROCESS : GRADES 1 - 6**

1. Complete application form and submit with \$100 registration fee.
2. Provide copy of last year's report card and this year's report to date.
3. Request current teacher(s) to complete and send the "Student Profile" to St. Stephen School.
4. Make an appointment with the principal for parent(s)/guardian(s) and child(ren).
  - a) Review records.
  - b) Explain requirements for student behavior and performance.
  - c) Assess the likelihood that St. Stephen School can serve the needs of the child.
  - d) Explain expectations of parent(s)/guardian(s) involvement in child's education, volunteer opportunities, and tuition payment obligations.
  - e) Emphasize the mission of St. Stephen School.
5. Applicant completes Student Testing Service's "QUIC" test inventory of math and language arts skills.
6. Principal confers with teacher(s).
7. Report of status of prospective student(s) from the principal in the form of a letter.

### **If the student is offered acceptance. . .**

- 1) Confirmation in writing to the parent(s)/guardian(s) is sent.
- 2) Remit the tuition down payment (\$300 per child) within two weeks of receipt of acceptance letter.
- 3) Select tuition payment plan and return form to school.
- 4) Purchase of uniforms from J.B. Edward Uniforms prior to school's opening, as well as, homework journal and required supplies. (List provided by teacher.)
- 5) Completion of all mandated medical forms. These will be sent to you.
- 6) Child reads books on summer reading list.
- 7) Completion of all forms sent during August mailings.