



## APPLICATION PACKET

2019-2020

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# SAINT CHARLES BORROMEIO ACADEMY

2808 Cadiz Street  
San Diego, CA 92110  
(619) 223-8271  
Fax (619) 223-2695  
principal@saintcharlesacademy.com  
www.saintcharlesacademy.com

Dear Parent,

On the behalf of Fr. John Amsberry, the faculty, and the staff, I would like to welcome you to St. Charles Borromeo Academy. We are a parochial school that provides a solid academic program, with structure and discipline, guided by our Catholic faith. As a learning and faith community, we have been serving the needs of our parish for over sixty years. Many of our graduates go on to Catholic high school and many are active community leaders in the fields of business, education, medicine, and science. As a testimony to the quality of the school, it is important to note that many of our children are the sons and daughters and even grandchildren of our alumni.

Several things make this a vibrant place to learn. Our faculty and staff are dedicated to the students and are active in implementing new curriculum and educational programs. Our parents are serious about their role as the primary educators of their children and generously contribute their time, talents, and treasure. Our pastor and parish actively support the academy with their volunteer work, allocation of resources, and continued prayers. Our students are a diverse group of children with a wealth of talents and God given abilities. Through this partnership of people, we have created a place that welcomes newcomers, cultivates the potential of our student body, and guides all in their faith journey.

As a prospective member of this school, we encourage you to seek the information you need to determine if this is the right place for you. Visit the classrooms, talk to the teachers and our parents, join us for Sunday mass, and pray over your decision. If you feel St. Charles Borromeo Academy is for you, please fill out an application and contact us at the school office. Tuition is determined on a year by year basis. This process is the responsibility of the principal and pastor and is impacted by enrollment. The parishioner rate is only for registered, supporting members of this parish or another Catholic parish that does not have a school. Visit the parish office to find out about registration and requirements for parishioner status.

St. Charles Borromeo Parish was established in 1946 by Bishop Charles Buddy to serve the residents of Loma Portal and the large government housing project of the Midway area. In 1947, just one year after the parish was founded, the academy was established. The academy opened on September 18, 1947, with grades kindergarten through eight. An order of religious women from Staten Island, New York, the Daughters of Divine Charity, provided twelve sisters to staff the school. The Daughters of Divine Charity continued to work at the academy and provided a principal for the school until 1986.

Since 1986, the school has had a lay person as administrator and has had a faculty of lay and religious members. In the past several years, the faculty has been made up of dedicated lay teachers. In 1997 renovations were done to lessen the impact of the noise from Lindbergh Field Airport. In 2001 the PTG modernized the computer lab and began plans for a preschool. In 2009 the Parish and Academy successfully opened a Preschool. The preschool is available to 3 and 4 year olds.

Please contact the office if you have additional questions about our Academy. Thank you for your interest in Saint Charles Borromeo Academy. We look forward to hearing from you soon.

Sincerely,

Debra Cota  
Principal

## REQUIREMENTS FOR ADMISSIONS

***Non-Discrimination Policy:*** St. Charles Borromeo Academy does not discriminate on the basis of race, color, or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs. Likewise, St. Charles Borromeo Academy does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color or ethnic origin.

The administration and staff of St. Charles Borromeo Academy reminds every family that the school may not be able to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We will do everything possible to assist in alternate school placement.

***Interview:*** An interview with the principal is required for all new applicants. Please call the school office for information. Approval by the principal is necessary in order to be admitted to St. Charles Borromeo Academy.

***Kindergarten Readiness Assessment:*** Incoming kindergarten students will be asked to participate in a standardized screening process with the kindergarten teacher to determine developmental readiness for kindergarten.

***Parental Support:*** Parents must agree to actively support the spiritual and academic standards of the school and to participate in school functions, fundraisers, and volunteer programs. Because we affirm the role of the parent as primary educators, especially in the area of religious and moral formation, it is essential that families recognize the importance of family prayer and weekly participation in Sunday celebration of the liturgy. Parents need to demonstrate a commitment to the school's philosophy, rules, and regulations.

***Application Forms:*** Students seeking admission must present a complete application form with a non-refundable fee of \$50.00, baptismal, birth certificates and the most recent report card and standardized testing scores. Completed immunization records and physical exam forms are due before the first day of school. It is California State policy that no child will be admitted without a current immunization record.

***Kindergarten Entrance Age:*** Prior to the admission of a child to kindergarten, the parent or guardian must present proof of compliance with Diocesan policy of minimum age of five years old by September 1 of the year they enter school. Such evidence shall be in the form of a Birth Certificate, duly attested passport, or an affidavit of the parent, guardian, or custodian of the child.

***First Grade Entrance Requirements:*** First Graders must be six years old by September 1 of the year they enter school and have completed a kindergarten program. Children transferring from another school are to bring their report card from that school. Health records and transcripts will be requested directly from the previous school.

***Health Program/Immunization:*** All Kindergarten and First Grade students at St. Charles Borromeo Academy must present a health certificate signed by a physician, in compliance with the Child Health and Disability Prevention Program (AB 20068). The certificate must show that the child has received a health check-up or physical screening within one year prior to entry to school. If a parent does not wish his/her child to receive the check-up, the parent must sign the waiver at the bottom of the examination form. Proper evidence of compliance will be placed in the student's health files. California law requires specific health screening procedures for all students. No child may be admitted as a student of St. Charles Borromeo Academy unless he/she has been screened for TB and been immunized against diphtheria, whooping cough, tetanus, polio, measles, mumps, and rubella. Effective as of the 1997-98 school year, California law requires all incoming kindergartners to have the Hepatitis B series of immunizations. Students entering grade 7 are required to have 3 doses of hepatitis B and a second dose of MMR. Starting July 1<sup>st</sup>, 2011 all students entering into grades 7 & 8 are required to be immunized for Tdap. A physician's certificate indicating that the student has been immunized and the dates of immunization are required. A student who lacks the required immunization will not be admitted to school. (AB 2068).

***Probation for New Students:*** All new students entering grade K - 8 are automatically placed on probation (academic, behavior) for the duration of the first quarter of the school year. Other new students may be placed on probation for a specific reason. At the end of the first quarter of attendance, the teacher(s) involved will meet with the principal to discuss and evaluate the following categories:

- Extent of student involvement in his/her own learning: class participation, effort and completion of assignments
- Student's application to study/homework
- Level of progress
- Academic standing
- Responsible behavior, attitude, peer relationships and other areas of concern

Parents will receive written notification with the student's first report card. Should probationary status be continued due to unsatisfactory marks in one or more of the areas listed above, the principal will request a conference with the student, parents and appropriate teachers.

At the end of the first quarter, at the discretion of the Principal, either one of the following will happen:

- Probation will be discontinued.
- Probation will continue, independent tutoring will be required, closer home supervision will be required, progress at school will be monitored closely, testing, psychological and/or academic, may be requested at this time, to be initiated within 30 days. The principal will assist parents in discerning what is in the best interest of the student.
- If it is evident to the academy educators that the school is unable to meet the student's needs, the principal will assist the parents in finding an academic environment more suited to the student, where he/she may be able to experience academic and/or social success.

## ADMISSION PROCESS

1. Application
2. Parent School Tour
3. \$50 Application Fee Per Student (non-refundable)
4. Report Card (current and previous year)
5. Letter of Recommendation From Prior School
6. Standardized Test Scores (Grades 2-7)
7. Baptismal Certificate
8. Birth Certificate
9. Parent Interview

**Note: Paper documents should be submitted to the Saint Charles Borromeo Academy Office, or emailed to [bookkeeper@saintcharlesacademy.com](mailto:bookkeeper@saintcharlesacademy.com).**

The above information is true and correct to the best of my/our knowledge.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date (MM/DD/YYYY): \_\_\_\_\_

# SAINT CHARLES BORROMEO ACADEMY APPLICATION FOR ADMISSION

2019-2020

Today's Date: \_\_\_\_\_

## Application Information

Application for Grade: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female Date of Birth: \_\_\_\_\_ (MM/DD/YYYY)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Address (if different than mailing address):

\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact Phone (circle): Mother/Father Phone Type (circle): cell/home/work \_\_\_\_\_

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## Family Information

Name of father or legal guardian: \_\_\_\_\_

Father's Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's Email Address: \_\_\_\_\_

Father's Cell Phone Number: \_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Name of Company: \_\_\_\_\_

Alumni of Saint Charles Borromeo Academy? Y/N

Name of mother or legal guardian: \_\_\_\_\_

Mother's Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mother's Email Address: \_\_\_\_\_

Mother's Cell Phone Number: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_ Name of Company: \_\_\_\_\_

Alumni of Saint Charles Borromeo Academy? Y/N

Marital Status: Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

Applicant lives with: \_\_\_\_\_

Other Primary Caregiver in the home: \_\_\_\_\_

Language spoken at home, other than English: \_\_\_\_\_

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**RELIGIOUS HISTORY OF STUDENT**

Religious Affiliation: \_\_\_\_\_ Home Parish: \_\_\_\_\_

Catholic: Y/N Church of Baptism: \_\_\_\_\_

Church of First Communion: \_\_\_\_\_

Are you a registered and a regularly participating member of the Saint Charles Borromeo Parish? Y/N

Saint Charles Borromeo Parish Envelope Number: \_\_\_\_\_

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**SCHOOL HISTORY**

Current School: \_\_\_\_\_ Years attended: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Preschool: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**GUIDANCE INFORMATION**

Has the applicant ever skipped a grade? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which grade? \_\_\_\_\_

Has the applicant ever had to repeat a grade? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which grade? \_\_\_\_\_

Has the applicant ever been subject to probation, suspension, or dismissal from another school? Y/N

Please briefly explain:

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Does the applicant have an IEP or a diagnosis for a learning disability? Yes \_\_\_\_\_ No \_\_\_\_\_

Has the applicant ever been recommended for an educational evaluation or outside services (i.e. speech, OT, etc.)Y/N

Please briefly explain:

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Is the applicant currently receiving any academic services? Y/N

Please briefly explain:

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Please provide relevant paperwork/documents (i.e. IEP) with application.

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**STUDENT BACKGROUND**

Permission to contact child's current school? Yes \_\_\_\_\_ No \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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**STUDENT MEDICAL INFORMATION**

Allergies Y/N  
Attention Deficit Disorder (ADHD) Y/N  
Bone and Joint Illness Y/N  
Convulsions or Fainting Y/N  
Diabetes Y/N  
Eyeglasses Y/N  
Emotional Illness Y/N  
Hearing Difficulty Y/N  
Speech Difficulty Y/N  
Visual Difficulty Y/N  
Other (specify) \_\_\_\_\_

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**Optional Questions**

How did you hear about our school?  
\_\_\_\_\_

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**SIBLING INFORMATION**

Sibling 1 Name (First/Middle/Last):

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Sibling 1 Age: \_\_\_\_\_

Sibling 1 School: \_\_\_\_\_

Sibling 2 Name (First/Middle/Last):

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Sibling 2 Age: \_\_\_\_\_

Sibling 2 School: \_\_\_\_\_

Sibling 3 Name (First/Middle/Last):

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Sibling 3 Age: \_\_\_\_\_

Sibling 3 School: \_\_\_\_\_

Sibling 4 Name (First/Middle/Last):

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Sibling 4 Age: \_\_\_\_\_

Sibling 4 School: \_\_\_\_\_

Sibling 5 Name (First/Middle/Last):

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Sibling 5 Age: \_\_\_\_\_

Sibling 5 School: \_\_\_\_\_

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**RELEASE OF SCHOOL RECORDS**

TO: Admissions/Student Records

School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I/We hereby authorize the release of all school records, including grades, standardized test scores, health records and any other developmental information regarding the below named student:

**Student Name**

**Grade**

**Date of Birth**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please forward the above requested information as soon as possible to:

**Saint Charles Borromeo Academy**

**2808 Cadiz Street**

**San Diego, CA 92110**

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

# RECOMMENDATION FORM (Grades 2-7)

Student's Name \_\_\_\_\_

First

Middle

Last

Applying for grade \_\_\_\_\_ in September 2019.

Recommendation by: \_\_\_\_\_ Administrator \_\_\_\_\_ Teacher \_\_\_\_\_

Saint Charles Borromeo Academy is a Catholic coeducational elementary school in San Diego serving grades preschool to grade 8. The student whose name appears above is applying for admission to Saint Charles Borromeo Academy. Your candid appraisal of his/her academic performance, intellectual promise, and special gifts will help our Admission committee in making a decision about admitting this student.

## STUDENT RATING

Work and study habits:	Excellent	Good	Average	Below Average
Effort:	Excellent	Good	Average	Below Average
Intellectual ability:	Excellent	Good	Average	Below Average
Achievement related to ability:	Excellent	Good	Average	Below Average
Conduct and attitude:	Excellent	Good	Average	Below Average
Maturity in terms of grade:	Excellent	Good	Average	Below Average
Social adjustment:	Excellent	Good	Average	Below Average
Punctuality:	Excellent	Good	Average	Below Average
Self Confidence:	Excellent	Good	Average	Below Average
Parent's cooperation with school:	Excellent	Good	Average	Below Average

## FURTHER COMMENTS

Special talents/aptitudes: \_\_\_\_\_

*(For additional comments, use the back of this sheet)*

Has the student been suspended from school or been subject to serious disciplinary actions? Y / N

If yes, please explain: \_\_\_\_\_

How long have you known this student? \_\_\_\_\_

In what grade(s) and subject(s) have you taught him, her? \_\_\_\_\_

School Name: \_\_\_\_\_ School Telephone: \_\_\_\_\_