



# ST. MARY MAGDALENE CATHOLIC SCHOOL

FORMING THE COMPLETE CHILD THROUGH FAITH, REASON & VIRTUE

Dear Prospective SMMCS Family:

Thank you for considering St. Mary Magdalene Catholic School as your child's school. St. Mary Magdalene offers a quality education in a Christian setting and welcomes your interest. We strive to address the needs of the whole child: spiritual, moral, intellectual, social, cultural and physical.

Application information for the 2017-2018 School Year is enclosed:

- 1) Registration for new families will take place beginning Wednesday, March 1, 2017 at 8:00am (central) and will continue as long as seats remain available in that grade level. In the event that more students apply for admission than places are available, a waiting list will be established and students will be accepted according to the order of their registration and the completeness of their applications. An application for a new or returning student will not be accepted if incomplete.
  - a. New families may be asked to participate in an interview with the administration after all paperwork is complete.
  - b. Students are accepted in the following order provided all requirements are met:
    - February:** Returning students and siblings of returning students.
    - March:** Open Enrollment – All other students.
- 2) Students entering PreK3 must be three (3) of age on or before September 1, 2017; Students entering PreK4 must be four (4) years of age on or before September 1, 2017; Kindergarteners must be five (5) years of age on or before September 1, 2017; and first graders must be six (6) years of age on or before September 1, 2017.
- 3) Parents must present, in person, an official birth certificate (an original issued by the city, county or state) and a social security card (original) for each student before the application is considered complete. Updated immunization records and physicals completed no earlier than June 1, 2017 are also required before the first day of school. Students without updated immunization records/physicals will not be allowed to attend class until completed.
  - a. If a new student is registering for grades one through eight, copies of the last report card and latest standardized test scores (if applicable) are required from their present school before an application is considered complete. Immunization records, physicals, report cards and/or test scores can be:
    - i. Mailed to: St. Mary Magdalene Catholic School, Attention: Admissions, 530 Ferguson Street, Humble, TX 77338
    - ii. Faxed to: (281) 446-8527
    - iii. Scanned to: [tduhon@smmcs.org](mailto:tduhon@smmcs.org)
    - iv. Hand delivered to the school's front office.
  - b. These forms are mandatory for admission.
  - c. If appropriate, a Baptismal certificate and First Communion certificate (originals) should also accompany required forms. Originals will be returned after copies are made.

- 4) Students applying for placement in the SMMCS PreK Program are subject to an age appropriate assessment. Students applying for admission into Kindergarten through grade eight will be given a placement exam. The exam for grades one through eight is an abbreviated version of a National Standardized Achievement Test. If a nationally recognized test (SAT, IOWA, etc.) has been taken within the last twelve months, the school can choose to accept those test results in lieu of the SMMCS placement exam. Admissions screenings include the following:

| Grade                                    | Requirements   |
|--|--|
| PreK3, PreK4 & Kindergarten              | <ul style="list-style-type: none"> <li>• Development readiness checklist</li> <li>• Observational visit/interview</li> </ul>                                 |
| 1 <sup>st</sup> – 8 <sup>th</sup> Grades | <ul style="list-style-type: none"> <li>• Standardized test in Reading and Math</li> <li>• Writing sample</li> <li>• Observational visit/interview</li> </ul> |

- 5) Elementary and Middle School applicants must meet the following criteria:
- i. Average of "C", 78% or better, in all academic subject areas
  - ii. Standardized test scores appropriate to the grade level
  - iii. Behavior ratings of satisfactory or better
- 6) All new students are admitted on a probationary basis according to the Archdiocesan policy.
- 7) Parents are expected to disclose to appropriate school personnel any significant information which may affect their child's education progress or the other students' learning environment. Such information includes, but is not limited to: diagnostic evaluations, medications or specific family situations. Failure to disclose such significant information during the application process or as the situation changes may result in dismissal of their child.
- 8) The APPLICATION FOR ADMISSION must be completed in full online at [www.smmcs.org](http://www.smmcs.org).
- 9) Enclosed you will find the Tuition Fee Schedule from St. Mary Magdalene Catholic School for the coming year. Please read it carefully.
- 10) An Application Fee of \$100 per student is due immediately; this fee is non-refundable unless there are more applications than places available.
- 11) The Student Fee per student of \$635 for Pre-Kindergarten, \$610 for Middle School and/or \$585 for Kindergarten through 5th grade will cover consumable texts and workbooks, textbook rental, art supplies, testing fees, science materials, computer lab, class subscriptions, most classroom supplies (excluding any class project supplies), student insurance, Diocesan tax, awards, SMMCS yearbook, family membership in PTO, \$30/student toward class field trip, funding towards 2 socials for Middle School students, and a SMMCS spirit shirt. The Student Fee also includes a tote bag, the rental fee for a nap mat and an afternoon snack for the PreK-3 and PreK-4 students. The payment of at least \$300 of this fee is due at time of application and is non-refundable unless there are more applications than places available. The remaining balance is due before July 1, 2017, along with the first month of tuition.
- 12) You will be notified of the status of your child's application after the application is completed, all required documents are presented, a Placement Assessment has been administered and all initial fees (Application Fee of \$100 and \$300 of Student Fee) are paid. In order for a family to receive the "Catholic" rate, they must be registered parishioners of their Catholic parish before June 1, 2017.

We sincerely hope you choose St. Mary Magdalene Catholic School for your child. If you need further information, please do not hesitate to call the school office at (281) 446-8535.

Sincerely in Christ,

Joshua Raab  
Principal