WELCOME TO
SAINT MONICA SCHOOL

School Information & Application Packet



CONTACT US

5950 Geary Blvd. San Francisco, CA 94121
Phone: 415-751-9564
Email: development@stmonicasf.org
www.stmonicasf.org

Saint Monica School
5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

Greetings Families,

Welcome to Saint Monica School. Founded in 1919 by the Sisters of the Holy Names of Jesus and Mary in the Richmond district, we have been offering quality Catholic education for over 100 years.

Guided by our Roman Catholic Faith, our mission is to provide a supportive and nurturing learning environment that fully challenges and engages each student academically, physically, and spiritually. We provide an exceptional education in an up-to-date facility at an affordable tuition rate, while our dedicated parents provide financial support and participate in a rich community life for our families.

At every grade 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

Our graduates are consistently accepted to and choose to attend competitive college preparatory high schools across San Francisco.

We welcome families of all faiths and cultural backgrounds. We have a rolling admissions process and accept transfer students to our school at any time during the school year. Thank you for visiting us today. Please contact me with any questions about Saint Monica School.

Sincerely,
Vincent M. Sweeters
Principal
sweeters@stmonicasf.org

INCLUDED IN THIS PACKET

- ☐ Admissions Process
- ☐ School Tour and Open House Schedules
- ☐ Application Form (2 pages, back and front)
- ☐ Preschool Evaluation Form for entry into TK and Kinder (1 page, back and front)
- ☐ Tuition Schedule
- ☐ Tuition Assistance Information
- ☐ Principal Welcome and Introduction Letter
- ☐ School Program Overview
- ☐ Schoolwide Learning Expectations
- ☐ Our Program Offerings
  - ☐ Academics and Supporting Co-Curriculars
  - ☐ STEAM Education
  - ☐ Athletics, Enrichment Programs, and Extended Care Program

Saint Monica School

5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

SCHOOL OVERVIEW

The Sisters of the Holy Names of Jesus and Mary (SHNJM) established our school in 1919. While the sisters have not been physically present in our school program for many years, their charism is still present in everything we do. Just as the SHNJM are dedicated to the full development of the whole person, Saint Monica School 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, guided by our Roman Catholic Faith, is to provide a supportive and nurturing learning environment that fully challenges and engages each student academically, physically, and spiritually.

PHILOSOPHY

The Saint Monica School Community believes in living Jesus' message of respect, love, and concern for one another. Our parents, faculty, staff, clergy, 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 community members with an education in the Catholic faith.

SCHOOL PROFILE

- FOUNDED: In 1919 by the Sisters of the Holy Names of Jesus and Mary.
- ENROLLMENT: Approximately 150 co-ed students in TK - 8th grade
- FACULTY AND STAFF: Saint Monica's faculty and staff include 9 classroom teachers. Additional faculty/staff include a Science Teacher, Librarian, Extended Care director, and Learning Support Teacher. Our faculty standard is for teachers to hold a valid California Teaching Credential. Several of our teachers have earned advanced degrees or additional certifications.
- SCHOOL HOURS: Mon/Tues/Thu/Fri 8:00 a.m. - 3:00 p.m. on regular school days; Wednesdays dismissal is at 2:00 p.m. and 12:30 p.m. dismissals occur on select minimum days.
- OFFICE HOURS: 7:30 a.m. to 3:30 p.m. school days.
- DEMOGRAPHICS: Reflecting the rich diversity of the city with our student body identifying as approximately 39% Caucasian, 34% Asian, 25% multiracial, 2% African American. Approximately 10% identify as culturally Hispanic.
- RELIGIOUS AFFILIATION: Our mission is to offer an education in the Roman Catholic faith. We welcome students of all faiths and religious backgrounds to our community. Examples of spiritual activities include student-led prayer at Morning Assembly, daily Religion Classes, and monthly student-led liturgies celebrated in Saint Monica Church.
- FINANCIAL AID: Available to qualifying families via 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. Our parent-led fundraising adds an average of $100,000k per year from the fall and spring fundraisers and the Annual Auction Gala. Families are required to contribute to these events.

Saint Monica School

5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)

G **Gods Children who**	• Understand the teachings of the Catholic Church and Scripture as the living Word of God. • Develop a relationship with God through prayer. • Respect the sacredness of life, family and all of God's creation. • Make moral decisions fostering compassion, tolerance and justice.
R **Responsible Individuals who**	• Develop a strong work ethic and one's own unique God given talents. • Participate in the fine arts, drama and music. • Demonstrate athletic effort and good sportsmanship. • Practice good personal health habits and a commitment to fitness.
A **Academically Empowered Learners who**	• Show excitement to learn. • Learn in different ways. • Solve problems. • Organize their schoolwork and homework.
C **Caring Citizens who**	• Show appreciation for the unique individuality of all persons. • Serve community members on family, local, national and global levels. • Acknowledge the importance of diverse cultures. • Promote stewardship and the ecological sustainability of the natural world.
E **Effective Communicators who**	• Articulate ideas clearly, creatively and effectively. • Listen respectfully and interact cooperatively. • Evaluate diverse viewpoints. • Utilize technology for gathering, processing and sharing information.

Saint Monica School

5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

OUR PROGRAM OFFERINGS

CAMPUS: Our campus includes nine regular classrooms and dedicated spaces for Science, Library, Art, Music, Learning Support, Counseling, Extended Care, and an onsite gym for PE and Sports.

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

- Robust academic core curriculum including English Language Arts, Literature, Vocabulary, Social Studies, History, Math, Science, and Religion.
- Spanish language and Physical Education instruction is offered twice a week to all students.
- Hands-on Art instruction is provided weekly to all grades in a dedicated Art Room using different media and to learn artistic concepts, foundational principles, and elements of design.
- Music instruction is provided weekly to all students in our dedicated Music Room. Our program is centered on monthly Mass and other special performance events.
- Learning Support Services are offered for students in grades TK-8 based on need, including small group pull out, in classroom support, or 1:1 support.

STEM EDUCATION

Our science center offers students a dedicated space for experimentation alongside their core curriculum. Middle school receives daily science instruction in the science center with the Science Teacher. K-5th grade students receive core instruction in the classroom with their classroom teacher and lab experimentation instruction once a week in the science center with the science teacher.

In addition, we complement with field trips, to sites such as the CA Academy of Sciences, the Exploratorium, Point Reyes National Seashore, and more. We are a 1:1 technology school with iPads in the lower grades and use Chromebooks in the upper grades. Classrooms and learning spaces are outfitted with flat screen monitors and document cameras. Our robust enrichment programs provide a range of additional STEM clubs for students after school.

AFTER SCHOOL ENRICHMENT OPPORTUNITIES

ATHLETICS PROGRAM	ENRICHMENT PROGRAMS	EXTENDED CARE
Starting in the 3rd grade students participate in the following sports via CYO League (Catholic Youth Organization). ● Girls: volleyball, soccer, basketball ● Boys: soccer, basketball, baseball, volleyball ● Co-ed Sports: fall cross country meets, spring track and field meet	We offer a wide range of after school activities ● Altar Serving Program ● Academic Chess ● Band Instruments Class ● Drama Club ● Middle School Choir ● Parish Family Mass Choir ● STEM/Coding/Lego Robotics ● Middle School STEM Club	Flexible onsite extended care is available until 6:00 p.m. ● Offered every day except Registration Day and the last day of school. ● Families have the option of scheduled or drop-in care and students can go in and out of other on-site enrichment activities

Saint Monica School
5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

APPLICATION PROCESS

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

TO SUBMIT AN APPLICATION (Applications are considered when all the following has been provided):

- ☐ $50 non-refundable application fee
- ☐ Completed school application form
- ☐ Copy of the child's birth certificate
- ☐ Copy of the child's baptismal certificate (if baptized Catholic)
- ☐ Completed Preschool Recommendation Form (for incoming TK/K students) or copies of report cards of the past two years from child's previous school (students entering grades 1-8)

STUDENT ASSESSMENT

- ☐ **Incoming TK/Kindergarten Assessments:**
  A child must be five years old by September 1st to be eligible for Saint Monica School's Kindergarten. Children are eligible for TK if they have their f*ifth birthday between September 2nd and December 2nd*. After an application has been submitted, an appointment for the TK/Kindergarten Readiness Assessment will be scheduled. TK/Kindergarten acceptances and enrollment are based on a rolling admissions process.
- ☐ **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 office staff and respective grade-level teacher(s) will schedule and administer an assessment of academic readiness (student visit day preferred). Acceptance is based upon social development, the academic 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:

- Sibling of current student
- Catholic student
- 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

Saint Monica School
5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

disability in administration of educational policies, admissions policies, scholarship, loan programs, athletic, and other school-administered programs.

TUITION SCHEDULE FOR THE 2026-2027 SCHOOL YEAR

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

Plan A (Catholic families)	Plan B (Non-Catholic families)
• One child: $11,450 • Two children: $19,600 • Three children: $28,340	• One child: $12,400 • Two children: $21,800 • Three children: $31,200

OTHER REQUIRED FEES:

- Application Fee: $50 per child (new students only)
- Annual Registration Fee: $500 per current student ($600 for new, incoming students)
- Annual School Maintenance Fee*: $500 per family

* The School Maintenance Fund is to build facilities improvement or emergency savings funds to cover capital improvements and repairs. The total fee may be paid over 10 months ($50 per month) and is 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.

- Fall fundraiser: The Fit & Fun Run: Families contribute a minimum of $500 to the event. Contributions can be raised through sponsorships or families can opt to “buy-out” by submitting payment of $500 to the front office.
- Spring fundraiser: The Read-a-thon Rally: Families contribute a minimum of $500 to the event. Contributions can be raised through sponsorships or families can opt to “buy-out” by submitting payment of $500 to the front office.
- 30 Family Service Hours: 25 general service hours per family for the school year (value equity is $25.00 per hour. 5 hours toward the Auction Dinner Gala.
- Auction Dinner Gala: Each family is required to purchase 2 tickets to the Auction Dinner Gala or “buy-out” by submitting the equivalent payment value of 2 tickets. Parent service hours (5 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 School Administration.

MANDATORY PARENT PARTICIPATION MEETINGS

- Back to School Night (September)
- Parent -Teacher Conferences (during 1st Trimester)
- Parent General Assembly (if determined by the principal for a special topic)

Saint Monica School
5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

TUITION ASSISTANCE OPPORTUNTIES

Financial aid is available for qualifying students from the following sources and programs. Families will need to apply to these programs separately from the school admissions application.

THE BASIC FUND

The BASIC Fund is a local independent operation that provides a wonderful resource for tuition assistance. Applications are available only for new students who will be attending a private school for the first time. Family siblings who will be newly attending Saint Monica School are also eligible to apply. Older siblings who are not currently participating in the BASIC Fund may be included on the new application as long as one student in the family is attending for the first time. Please inquire directly with the BASIC Fund for specific questions regarding the application process. Priority is given to applications received by earlier dates for the coming school year. Late applications may be directed to waitlist status if funding is not available at time of application submission.

For all questions and application info, visit www.basicfund.org or call 415-986-5650

ARCHIDIOCESE OF SAN FRANCISCO FAMILY GRANT PROGRAM

The Archdiocese of San Francisco has chosen TADS (https://www.mytads.com) to process applications for the Archdiocesan Family Grant tuition assistance program. To apply for an Archdiocesan Family Grant for the next school year, parents are required to complete the process online. Go to the TADS website to begin. Once on the TADS homepage, click the link "Financial Aid Assessment." Once you have completed the online form, submit all required information/documents and your application will be processed.

The firm deadline for submitting an application is April 15th for the coming school year.

SAINT MONICA PARISH AND SCHOOL TUITION ASSISTANCE

It is part of our mission to assist families in financial need so that their children may attend Saint Monica School. Families are encouraged to consider this application process. We ask that families first apply to outside tuition assistance sources prior to submitting an application for Saint Monica Parish and School Tuition Assistance. Please inquire with our school office to receive the introduction letter and application form.

Saint Monica School
5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

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 a copy of the birth certificate.)

Child's Religious Affiliation: _____

Baptismal date (if applicable): _____
(Please attach a copy of the 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

Other (please state): _____

Does your child identify as culturally Hispanic?

Yes _____ No _____

Saint Monica School
5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

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
5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

APPLICATION FOR STUDENT ENROLLMENT (PART 2 OF 2)

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

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? (circle your selection)

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 School?

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?

Saint Monica School

5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

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 the same standard of grade level all religion classes, school liturgies, and classroom/community prayer life.

Non-discrimination Policy: 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 OFFICE USE ONLY

Application Received	Application Fee
_____	_____
Assessment Date:	Birth Certificate
_____	_____
Acceptance Date:	Baptismal Certificate
_____	_____
Registration Date:	Registration Fee
_____	_____

Saint Monica School
5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

RECOMMENDATION FOR STUDENTS ENTERING TK AND 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 this recommendation form.

Parent/Guardian Signature: _____ Date: _____

Please give this entire form to the preschool.

SECTION 2: TO BE COMPLETED BY CHILD'S PRESCHOOL

Please send completed application directly to:

Saint Monica School
Attn: Admissions
5950 Geary Blvd.
San Francisco, CA 94121
development@stmonicasf.org

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				

Saint Monica School

5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

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

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

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				

Saint Monica School
5950 Geary Blvd. San Francisco, CA 94121
(415) 751-9564
www.stmonicasf.org

PLEASE COMMENT ON THE FOLLOWING

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

OVERALL RECOMMENDATION

_____ Highly recommend _____ Recommend _____ Recommend 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: _____

_____

_____