



ST. PAUL'S SCHOOL

1690 Church Street, San Francisco, CA 94131 (415) 648 -2055
www.stpaulschools.org

Application for Enrollment

Student Information	
Application for Grade	Date of Birth
Student Legal Name (Last, First and Middle)	
Home Address	City, State, Zip
Home Phone	
Student lives with <input type="checkbox"/> Both Parents <input type="checkbox"/> Both Parents, separately <input type="checkbox"/> Mother only <input type="checkbox"/> Father only <input type="checkbox"/> Guardian	
Place of Birth (City, State)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Baptism	Name and Address of Church
Date of First Communion	Name and Address of Church
Student's Ethnicity <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Non-Latino	
Student's Race (check one): <input type="checkbox"/> Native American/Alaskan <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Filipino <input type="checkbox"/> Other Asian	
<input type="checkbox"/> African American/African <input type="checkbox"/> Nat. Hawaiian/Pac. Islander <input type="checkbox"/> White <input type="checkbox"/> Multi-Racial	
Previous Schools or Preschool	
Dates Attended	
Parent/Guardian Information	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced. <input type="checkbox"/> Widowed <i>(If divorced, custody section of divorce decree will be requested.)</i>	
Father's Name (Last Name, First Name)	
Address (if different from above)	
Email Address	Occupation
Home Phone	Cell Phone
Religious Affiliation	Registered Parish
Mother's Name (Last Name, First Name)	
Address (if different from above)	
Email Address	Occupation
Home Phone	Cell Phone
Religious Affiliation	Registered Parish

(Please continue on reverse)

Siblings at St. Paul's School?			
Name		Grade	
Name		Grade	
Name		Grade	
Are you a St. Paul's Alumnus?			
Do you have a St. Paul's School connection(s)? Please describe your relationship to any current student(s) or alumni.			
Please explain briefly why you wish to enroll your child in St. Paul's School			
Signature of Parent/Guardian		Signature of Parent/Guardian	
Date		Date	



ST. PAUL'S SCHOOL

Grades 1-8 Admission Policy

The Admission Process includes a parent/student interview with the Principal and, if scheduling permits or when requested by the Principal, a teacher and the Pastor may be asked to join the interview process. Order of preference will be given to siblings of current St. Paul's students, St. Paul's parishioners, and out-of-parish families. It is required that requested materials, such as report cards, questionnaires, standardized test scores, and immunization records be submitted to the school office prior to testing date. St. Paul's reserves the right to call the administration and teachers at the school in which the applicant is currently enrolled.

Requirements for Grades 1-8

- Minimum grade criteria for admittance are a "C" average in academics and average or better behavior in school
- Current and previous year report cards
- Recent standardized test scores
- Non-refundable Application Fee of \$75.00
- Questionnaire completed by current grade-level teacher and mailed to St. Paul's School, c/o Admissions
- Medical or Psycho-Educational Evaluation Reports for private or insurance subsidized testing, resulting in a diagnosis: any learning differences, ADHD, ADD, Dyslexia, Dysgraphia, etc.
- Psycho-Educational Evaluation Reports from SFUSD or any other school district including, any IEP paperwork from SFUSD or another school district (expired history to present).
- Any Medical diagnosis the school should be made aware of for safety reasons: Diabetes, Epilepsy, severe allergies requiring epi-pen or any condition requiring daily medication to be given at school.
- Birth Certificate
- Current Immunization Record
- Baptism and First Communion certificates, if applicable
- Grade-level assessment test
- Student shadow visits our school (highly recommended) – after testing or in conjunction.

Testing for Grades 1-8

All requested materials must be on file in the school office prior to taking the grade-level assessment test. Testing dates for the 2025-2026 school year will be scheduled until there is no longer availability. Class size for grades 1-4 is capped at 25 students; class size for grades 5-8 is capped at 30.

Acceptances will be processed on a first-come basis. Math, writing and reading comprehension skills will be assessed through this test.

Notification of Acceptance

Within two weeks following completion of testing, and submission of all requested material, the applicant's family will be notified by email of acceptance or waitlist. Upon admission to St. Paul's School, a one-trimester probation period is required. St. Paul's reserves the right to extend or shorten this probation period, if appropriate.

Non-Discrimination Policy

St. Paul's School, mindful of its mission to be witnesses 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 in this school. St. Paul's School does not unlawfully discriminate on the basis of race, color and/or ethnic origin, age, sex, or disability in the administration of educational policies, admission policies, scholarship programs, athletics, and other school-administered programs.

Likewise, St. Paul's School does not unlawfully discriminate against any applicant for employment on the basis of age, disability, race, color and national and/or ethnic origin.

St. Paul's School welcomes families of all faiths. Non-Catholic students participate in religion classes, attend school Masses, and participate with their classmates in sacramental preparations and services.



ST. PAUL'S SCHOOL

Teacher Recommendation Form for Grades 1-8

Name of Student Applicant: _____ Incoming Grade: _____

Name of Applicant's Parent: _____ Phone: (____) _____

We appreciate your candid responses to the following questions. Your insights are very important in the admissions process and are **STRICTLY CONFIDENTIAL**. Please email this questionnaire back to our school office. **PLEASE DO NOT RETURN THIS QUESTIONNAIRE TO THE PARENT FOR SUBMISSION.**

1. What are the first few words that come to mind describing this student? _____

2. Please comment on the following for this student:

Effort and motivation _____

Ability to get along with teachers and peers _____

Ability to work with others _____

Study habits _____

3. Academic Development:

What are this student's academic strengths? _____

What are this student's academic needs? _____

Is the student working at grade level? _____

4. Social/Emotional Development:

What are this student's strengths? _____

What are this student's areas for growth? _____

5. If you could choose the most appropriate educational environment for this student, what would it be?

6. In what capacity, and for how long, have you known this applicant? _____

Is there any additional information you would prefer to convey in a phone conversation?

_____ Yes _____ No Phone: _____

If this student has had an IEP or any other testing, please let us know and send us any information you have regarding this testing.

Additional comments: _____

Is there any additional information you would prefer to convey in a phone conversation?

_____ Yes _____ No Phone: _____

If this student has had an IEP or any other testing, please let us know and send us any information you have regarding this testing.

Additional comments: _____

Name of person completing form: _____

Position: _____ Email Address: _____

School: _____ School Phone: _____

Date: _____

Please return to: St. Paul's School, Attn: Admissions, 1690 Church Street, San Francisco, CA 94131 or
info@stpaulsf.net.



ST. PAUL'S SCHOOL

HISTORY OF ST. PAUL'S SCHOOL

The history of St. Paul's School began with a dedication of the building on the corner of 29th and Church streets on June 30, 1916, by Archbishop Hanna. The school was staffed by fifteen Sisters of Charity of the Blessed Virgin Mary (BVMs), and at one time was the largest parochial school west of the Mississippi with over 1,000 students enrolled.

With the shifting patterns in both the Church and civic communities, St. Paul's School has become a smaller school with a more diverse student body. It maintains its high reputation and accommodates all pupils regardless of race, color, or creed. Because many families had both parents working outside the home, an Extended Day Care Program was started in the late 1970s.

The school continues to be embraced by the people of St. Paul's Parish, alumni, and parents. The faculty and staff profess their commitment to meeting the educational needs of students. The teachers work to find innovative methods in facilitating the learning process, both academic and spiritual. Many children currently enrolled are second- or third-generation students who continue the legacy of fine Catholic tradition and education.

Due to seismic retrofitting, the school was moved to an alternate site between the years 1994 and 1998, while the old building was demolished, and a new school was built. The St. Paul's community came together to make the best of a difficult situation during those years. It was with sheer delight that the students were moved back to a brand-new school in January 1999.

St. Paul's School has an excellent teaching staff. Their commitment to meeting the educational needs of our students is evidenced by their academic backgrounds, and their willingness to work for their students. Our teachers are always seeking the best way to motivate students and to facilitate the learning process. Because we believe that the family is key to the education of students, communication with parents is viewed as an important part of learning.

The school continues to stand proud and thrive as a symbol for all. St. Paul's School contains within it a sincere love of educating the mind, body, and soul in the time-honored Catholic tradition, which has been lovingly formed throughout the school's many years of service. The reputation of St. Paul's as an excellent Catholic school is a long and good one, of which we are very proud. In spring of 2016, we celebrated our 100th anniversary as a school dedicated to serving the needs of students in San Francisco's Noe Valley and throughout the Bay Area.



ST. PAUL'S SCHOOL

Mission Statement

St. Paul's School is dedicated to educating our diverse community of students in the Catholic faith.

It is our purpose to provide our students with quality instruction designed for high academic achievement and in the formation of faith in a safe and caring environment.

We encourage our students to become faith filled, well-educated, morally responsible individuals, who are prepared to make ethical choices for life.

School Philosophy

St. Paul's is dedicated to the education of its students and their moral development rooted in our Catholic faith in a safe and caring environment.

St. Paul's School offers a solid curriculum based on the California State and Archdiocesan standards in religion, reading/literature, English, mathematics, science, social studies, and technology. The core curriculum is supplemented with art, music, and physical education. It is through the learning environment and the relationships established between staff and students that Catholic values and morals are taught.

Teachers at St. Paul's School, as facilitators in the learning process, value working in partnership with parents to ensure children have the opportunity to maximize their own potential.

St. Paul's School offers the opportunity for students to grow beyond the classroom through service to our parish and the larger community, athletics, student government, and other extracurricular activities.



ST. PAUL'S SCHOOL

Student Learning Expectations

St. Paul's Students CARE...

Christ-Centered

- Educated in Catholic teachings and practices
- Worship and pray as a Catholic community
- Demonstrate moral and ethical choices in decision making

Academic

- Achieve a solid foundation in all subjects
- Think critically and creatively to solve problems
- Exhibit academic integrity

Respectful

- Participate as responsible stewards of the earth
- Promote the dignity of self and others
- Apply creative, critical, and responsible attitudes in the use of technology

Engaged

- Serve others---Church, family, and community
- Strive to do our personal best, challenge ourselves, and learn from our mistakes
- Embrace and celebrate cultural diversity



ST. PAUL'S SCHOOL

General Information

- *Parish Preschool on campus (Littlest Angel Preparatory Preschool)
- *Collaborative relationship with Parish Community
- *Kindergarten through Eighth Grades
- *Full-day Kindergarten program 8:00-2:30 p.m.
- *Average class size 15-25 students- spacious classrooms
- *1 classroom per grade
- *Teacher's Aide shared by Kindergarten, 1st, and 2nd Grades
- *Technology class in the Tech Lab for Kindergarten through 8th Grades
- *Learning Support for students with diverse learning needs
- *Dedicated Librarian and weekly library class
- *After School Extended Care Program – Dismissal – 6:00 p.m.
- *K-8 Curriculum: Religion, Common Core Math, Common Core English Language Arts, Social Studies, Science (w/labs), Spanish, Technology/Computer, Music, Physical Education and Art
 - *After school enrichment programs offered include Choir, Student Council, Public Speaking, KidStock Drama, Chess, Tutoring, Ukulele, Dance (some of these programs require an additional fee).
- *K-8 Sports - including boys, girls, and co-ed basketball, volleyball, soccer, and t-ball/baseball.

Tuition

Tuition for the 2024-2025 school year can be found in the Tuition and Fee Schedule included in this packet. Tuition and Fees will be revisited in Spring 2025 for the following school year. We offer a sibling discount. Some tuition assistance is available through Basic Fund, a privately funded foundation that provides tuition to families, as well as limited Archdiocesan Tuition Assistance, through TADS. Any student entering our Kindergarten program from Littlest Angel Preparatory Preschool will receive a 5% discount on his/her tuition for the kindergarten year only.

Registration Fees

Upon notification of acceptance, a non-refundable registration fee of \$675.00 will be required to secure your child's space in his/her respective grade.

Classroom Observation and Tours

Parents who are interested in viewing our program in action may visit our school website www.stpaulschools.org, click [here](#), or call our school office (415) 648-2055, to schedule a school tour.



ST. PAUL'S SCHOOL

FREQUENTLY ASKED QUESTIONS

What are the school hours?

Regular School Hours:

Kindergarten	8:00 a.m. – 2:30 p.m.
Grades 1 to 4	8:00 a.m. – 3:00 p.m.
Grades 5 to 8	8:00 a.m. – 3:15 p.m.

Younger siblings may attend Afternoon Extended Care (free of charge) until 3:00 p.m./3:15 p.m., while waiting for older sibling's dismissal.

Early Dismissal: Most Mondays, students in all grades are dismissed at 2:00 p.m. due to faculty meetings.

Minimum Days: The 4th Monday of each month is a 12:30 p.m. dismissal for faculty in-service and professional development. There are 10:00 a.m. dismissals on the first and last day of school, and 12:30 p.m. dismissal on Holy Thursday, and the day before Christmas vacation.

Is Extended Care available?

Yes, Extended Care is available! It is open each day school is in operation, except the first and last day of school and the day before Christmas vacation. It is open from Dismissal to 6:00 p.m. Fees vary according to how the program is used.

How many students are in each class?

Classes average 20 students—some are larger, and some are smaller. Classes are capped at 25 for Grades K-4 and 30 for Grades 5-8.

How old does a child need to be in order to be accepted into Kindergarten and Grade 1?

The child must be five years of age by September 1, 2025, for Kindergarten, and six years of age by September 1, 2025, for Grade 1.

Are the teachers certified?

All our teachers are credentialed; many of our teachers hold Masters' Degrees.

How much is tuition and how is it paid?

Tuition for the 2024-2025 school year is detailed in the attached Tuition and Extended Care Fee Schedule. There is a discount for siblings. Students entering Kindergarten from Littlest Angel Preparatory Preschool will receive a 5% discount on kindergarten tuition only. Families may choose from three different payment plans including a single payment, two-payment plan, or monthly (11- or 12-month) payment plans. If families choose either of the monthly plans, payments are made through the FACTS Tuition Management Company.

Is financial aid available?

Some tuition assistance is available through The Basic Fund, a privately funded foundation that provides tuition assistance to families, as well as limited assistance from the Archdiocesan Tuition Assistance program, through TADS. Additional aid may be available from the St. Paul's School Scholarship Fund to families who qualify for the Archdiocesan Tuition Assistance Program.

What is the service hour commitment?

A two-parent family is obligated to complete 40 service hours, and a single-parent family is obligated to complete 20 hours, in order to qualify for the Participating Family tuition rates.

How diverse is the school population?

45% Hispanic	15% Asian
35% Caucasian	2% African American

What is the ratio of boys to girls?

55% girls	45% boys
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Non-Discriminatory Policy

St. Paul's 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 in this school. St. Paul's School does not unlawfully discriminate on the basis of race, color and/or ethnic origin, age, sex, or disability in the administration of educational policies, admission policies, scholarship and loan programs, athletics, and other school-administered programs.

Likewise, St. Paul's School does not unlawfully discriminate against any applicant for employment on the basis of age, disability, race, color and national and/or ethnic origin.

2024-2025 Tuition, Registration, Technology, and Extended Care Fees Schedule

Tuition Fee Schedule for Participating Families

Number of Children Enrolled	Annual Tuition	Single Payment Due 6/1/24	Two Equal Payments 6/1/24 and 12/6/24	Twelve Equal Payments (FACTS only) begins 6/24	Eleven Equal Payments (FACTS only) begins 7/24
1 Child	\$10,650.00	\$10,650.00	\$5,325.00	\$888.00	\$968.00
2 Children	\$20,550.00	\$20,550.00	\$10,275.00	\$1,713.00	\$1,868.00
3 Children	\$30,450.00	\$30,450.00	\$15,225.00	\$2,538.00	\$2,768.00

Tuition Fee Schedule for Non-Participating Families

Number of Children Enrolled	Annual Tuition	Single Payment Due 6/1/24	Two Equal Payments 6/1/24 and 12/6/24	Twelve Equal Payments (FACTS only) begins 6/24	Eleven Equal Payments (FACTS only) begins 7/24
1 Child	\$12,150.00	\$12,150.00	\$6,075.00	\$1,013.00	\$1,105.00
2 Children	\$23,550.00	\$23,550.00	\$11,775.00	\$1,963.00	\$2,141.00
3 Children	\$34,950.00	\$34,950.00	\$17,475.00	\$2,913.00	\$3,177.00

Registration and Technology Fees Schedule for Participating and Non-Participating Families

Grades K to 8	Registration Fee Due 5/17/24	Technology Fee Due 5/17/24
1 Child	\$675.00	\$100.00
Each Additional Child	\$375.00	\$50.00

Extended Care Fee Schedule (Annual and Hourly) for Participating and Non-Participating Families

Grades K to 8	Extended Care Afternoons Only Due 8/9/24	Hourly Drop-In Rate (Invoiced monthly)
One Child	\$2,750.00 per school year	\$11.00
Two Children	\$3,975.00 per school year	\$17.00
Three Children	\$5,395.00 per school year	\$28.00



Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

FACTS CONFIRMATION NOTICE

Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

Frequently Asked Questions

- **Is my information secure?**
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com/Security-Compliance](https://www.factsmgmt.com/Security-Compliance).
- **When will my payments be due?**
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **What happens when my payment falls on a weekend or a holiday?**
Your payment will be processed on the next business day.
- **What happens if a payment is returned?**
Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?**
Changes to your address, phone number, email address, or banking information can be made at [Online.FACTSmgt.com](https://www.Online.FACTSmgt.com) or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.**
- **What is the cost to set up a payment plan?**
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

FACTS CUSTOMER SERVICE

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. **To view your payment plan details, log in to your FACTS account at [Online.FACTSmgt.com](https://www.Online.FACTSmgt.com). Customer Care Representatives are also available to assist you 24/7.**



ST. PAUL'S SCHOOL

Tuition Assistance Information

St. Paul's School works with several organizations that offer tuition assistance to families showing financial need. Please contact these organizations directly for additional information.

Basic Fund

www.basicfund.org

Archdiocese of San Francisco Family Grant Program

www.mytads.com

St. Paul's School Scholarship Fund

Additional aid may be available to families who qualified for the Archdiocese of San Francisco Family Grant.