



East Shoreline

Catholic Academy

A STREAM Model and Successor School of
Our Lady of Mercy and St. Mary Schools

Admissions Procedures for 2019-2020 School Year

We appreciate your interest in learning about East Shoreline Catholic Academy. Our Admissions process is structured to assist families in determining if ESCA is the right match for your child.

This process is described below.

For further information please visit our website at www.eastshorelinecatholicacademy.org. Our Admissions Office may be reached at (203) 488-8386 or admissions@eastshorelinecatholicacademy.org. We look forward to hearing from you soon!

Timeline for Steps within Admissions Process

Step 1-Visit the school :Opportunities available throughout the year

- **Open House**

We encourage interested parents and students to join us for Open House in the Fall and Spring. It affords you the opportunity to tour our facilities, meet with faculty, administrators, current parents, students and alumni.

- **Campus Tours**

Individualized campus tours are scheduled by appointment throughout the year. During the tour, you will have the opportunity to see the school, view classes in session, and meet with the Admissions Team. To schedule a tour, please call the Admissions Office: 203 488-8386 or email admissions@eastshorelinecatholicacademy.org.

Step 2-Student Shadow By appointment

Student shadow days are available starting in November. A *Shadow Day Form* must be completed by the parent and on-file at the school on the day of the shadow. The interested applicant will visit with a current student in the grade in which they are currently enrolled. For reservations and information, please contact the Admissions Office.

Step 3- Application Requirements:

Detailed information about the applicant is required in order for our Admissions Committee to make the best determination in regarding acceptance to East Shoreline Catholic Academy.

The Application Requirements:

- **Completed *Application***
- **\$50.00 (non-refundable) application fee**
- **Completed *Statement of Intent Form***
- **Signed *Release of Student Information Form***
- **Copy of student's most recent report card**
- **Copy of standardized test scores (if applicable)**
- **Completed *Teacher Recommendation Form*- filled out by student's most recent classroom teacher.**
- **Copy of Birth Certificate**

- **Copy of Baptismal Record**

Additional Requirements

Students Applying to Kindergarten will be asked to complete a learning readiness evaluation, conducted by the Director of the Early Childhood Program. The school will be in touch with the family to set-up an appointment for this evaluation.

Students Applying to Grade 5 – Grade 8 will be asked to complete writing and math assessment, and two required Shadow Days. The school will be in touch with the family to set-up an appointment.

Step 4 – NOTIFICATION OF ADMISSION DECISIONS:

All new applicants for 2019-20 school year will be reviewed by the Admissions Committee. Notification usually will usually occur within two weeks from date of completion of all admissions requirements.

ADMISSION CRITERIA

In selecting students, East Shoreline Catholic Academy looks for the following qualities as being vital to success within our school community:

- **Good Character**
- **Demonstrate academic ability**
- **Diversity of talents, interests, and experiences**
- **An eagerness to learn**
- **Positive attitude**
- **Readiness to work**

It is understood that East Shoreline Catholic Academy's program is not appropriate for every child and that the Admissions Committee is not only deciding what is best for the school, but more important, what is best for the child.

Step 5 – ENROLLMENT REQUIREMENTS: Due within two weeks of receipt of acceptance letter

Upon receiving an acceptance letter from East Shoreline Catholic Academy, families are asked to submit the following paperwork and deposit within two weeks, to the Admissions Department. Meeting this deadline is the only way to ensure guaranteed placement in the student's class.

- **Completed *Enrollment Contract***
- **\$200.00 non-refundable deposit**
- **Completed *FACTS Payment Agreement online*, <https://online.factsmgt.com/signin/4LMW9>**
- **Completed *Health Assessment Record*-providing written documentation of updated immunization records and most recent physical. Please note that legally, students are not able to start school without this information on file at the school.**
- **Complete *Student Emergency Information Form***
- **Completed *Background Check Request Form* (To be a school volunteer please also complete the required Virtus Training, www.virtusonline.org)**

Step 6 – PURSUIT OF FINANCIAL ASSISTANCE:

Families may choose to pursue financial assistance to aid in the payment of tuition. To apply for financial assistance please complete online form. For more information about the Financial Assistance process, please visit our website www.eastshorelinecatholicacademy.org. Please complete our admissions application and fee before applying. Payment plans are available.

If the family's need for financial assistance is a determining factor in whether to enroll their child(ren), we encourage the parents to call the principal.