



**Application for Admission**  
**To**  
**SAINT NICHOLAS SCHOOL**  
 3511 Linkwood Drive, Suite A, Houston, Texas 77025  
 (713) 791-9977  
 www.saintnicholas.school

**APPLICATION PART II: This is to complete the family information, the medical and emergency information, and to include policies.**

**Steps:**

**(1) Complete and submit the application with the following documents:**

- 1. A copy of the student's school records, including (a) grades, (b) standardized testing, (c) discipline, (d) health, (e) attendance, and (f) additional testing or records from special education or ESL**
- 2. A copy of birth date verification, either baptismal or birth certificate**
- 3. A recommendation form completed by the present school, if entering K-8**

**(2) Upon completion of this part, we will notify you of your child's enrollment acceptance/placement or academic recommendations. Registration and attendance contract may follow.**

**Student's Full name:** \_\_\_\_\_

**FAMILY**

Father's Driver's License #: \_\_\_\_\_ Mother's Driver's License #: \_\_\_\_\_

Father's full name (with address and telephone if different): \_\_\_\_\_

Father's occupation, employer, position, address, telephones, email: \_\_\_\_\_

Father's education: \_\_\_\_\_

Mother's full name (with address and telephone if different): \_\_\_\_\_

Mother's occupation, employer, position, address, telephones, email: \_\_\_\_\_

Mother's education: \_\_\_\_\_

Sibling name(s), birthday(s), and addresses if different: \_\_\_\_\_

Siblings present schools: \_\_\_\_\_

Step Parent living with the child: Full Name: \_\_\_\_\_

Driver's License#: \_\_\_\_\_ Occupation, employer, position, address \_\_\_\_\_

Education: \_\_\_\_\_

Religious affiliation(s) and parish of the family: \_\_\_\_\_

## MEDICAL AND EMERGENCY

Physician's name, address, telephone, and fax: \_\_\_\_\_

Emergency persons to contact and persons authorized to pick up the student, other than parents. **Two are required.** Any change must be made in writing. List names, SS#, and relationship. Photo ID will be required at time of departure.

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

Telephone: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Relationship: \_\_\_\_\_

## GENERAL POLICIES

1. Applicants follow this process:
  - They will be scheduled to visit a class during the morning. They will be scheduled to take a language evaluation if school aged two or older. Entering K-8 they will be scheduled to take the ITBS.
  - An interview will be scheduled for the parents and child with the Headmistress or Head Teacher following the visit.
  - Space availability will be reviewed after the classroom visit and placement testing by the Director of Admissions. Applications are accepted throughout the year, with rolling admissions. All records must be complete for the application to be considered.
  - Notice of acceptance will be by telephone. Upon acceptance parents will need to pay the Registration Fee and sign a Contract within one week to secure a place.
  - Students entering grades PK4-8 cannot be accepted or re-enroll in school if they are not testing at grade level or higher. Students needing remedial work may be accepted if they attend Summer School and are enrolled in the Study Skills program at the school. Individual Education Plans (IEP) will be considered as part of admissions. There is an additional charge for the Study Skills program.
2. All subjects are required, as well as Chapel. Participation in all school activities, programs, performances, and competitions when requested is required to support the school community and to maintain a place in school.
3. Immunization and screening for hearing, speech, and vision are required. Additional testing may be indicated.
4. Uniforms need to be ordered by June 1 for delivery in August. Full uniform is required the first day of school.
5. Meals, snacks, and initial school supply packets are furnished by the school. For younger children nap linens and baby food are supplied.
6. Summer work is required for all students entering grades K-8. Required reading lists and work are available the first week of June for students not attending Summer School. Summer School is held the months of June and July with summer camp activities.
7. The parent hereby authorizes children five or older to leave the premises for school sponsored field trips, provided that such trips are announced to the parents by posting in advance.
8. The school will operate for school days and non-academic days Monday through Friday throughout the year with the exception of holidays listed on the annual calendar. Annual and monthly calendars are distributed.
9. Between the hours of 8:00 and 4:00 an appointment through the office is required to visit the classroom, and parents are requested to observe twice each year. Students may not be dismissed early without prior arrangement with the office.
10. All parents are invited to Homeroom Meetings to talk with the teachers.
11. Initial and continued enrollment will be at the discretion of the school based on the best interest of the child and the other children enrolled.
12. The School admits students of any race, color, national origin, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the School. It doesn't discriminate on the basis of race,

color, national origin and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

13. The parents will be given this Application Form, Tuition Plan, Parent-Student Handbook with acknowledgement form, Registration Contract, and a Medical Form. Parents agree to comply with all policies and provisions of the school as described to maintain a place in school.

**Parent signature:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_