



AN EDUCATIONAL JOURNEY GIVING WITNESS TO CHRIST

New Student Registration Requirements

Please note: No registration will be accepted without submission of all required documents and forms.

Our goal at St. Dorothy School is to make the Admission and Registration process as easy as possible for parents. A few general requirements that apply are below:

- All preschool students must be **independently** capable of using the restrooms, which includes dressing, undressing and wiping themselves. Teachers are not permitted to assist the students.
- Students **must** be three, four, five or six years old on or before August 31st of the year in which they are entering.
- Students who are transferring from other schools must provide copies of their academic and disciplinary records for review.

Step 1: Inquire and visit

Please contact our Advancement Director Jennifer Lewis at jlewis@stdots.com to arrange a personal tour of our campus.

Step 2: Register

Submit a completed Admission Packet and required documentation along with the applicable per child non-refundable registration fee of \$500 payable to St. Dorothy School for PreSchool and Kindergarten, or \$200/student or \$300/family for grades 1 through 8. The fee is refunded only in the event that admission is denied. Required documents include: birth certificate, baptismal certificate (if Catholic), most recent report card and educational testing reports, and up-to-date immunization and health records. Please use the checklist in the Admission Packet to ensure all required forms are submitted. **Only complete application packets will be accepted for consideration.**

Step 3: Schedule an interview

A meeting with our Principal and Vice Principal, as well as grade level assessments is required, except for PreSchool and Kindergarten.

Step 4: Set up a Tuition account

Once you receive an acceptance letter, set up your tuition account and select your payment plan. Tuition is processed through Facts Management and set up at www.factsmgt.com. To apply for tuition assistance, complete the FACTS Grant and Aid application online before the April deadline. Any assistance granted will be awarded in the fall. Any questions regarding tuition should be directed to the Parish business manager, Karen Dina, at kdina@stdots.org.



Registration Checklist

Please use this checklist when registering your child/children to ensure all documentation is included and complete. Only completed application packets will be considered for acceptance.

Completed Grade Appropriate Application for Admission (PreSchool or K – 8)	
Birth Certificate	
Baptismal Certificate (If applicable)	
Immunization / Most Recent Health Records	
Memorandum of Understanding	
Secretary of Education Loan of Textbooks	
Authorization to Release Student Records (1 to 8)	
Report Cards (Grades 1 to 8)	
School Records, Disciplinary Records, Educational Testing Reports (IEP)	
Bus Transportation Request (if needed)	
Registration Fee: PreK – K \$500 per student, New Students Only Grades 1-8 \$200 per student or \$300 per family. No electronic payments are accepted, check or cash only. Checks should be made payable to St. Dorothy School. Please note: registration fees are non-refundable unless the student is denied acceptance.	

After acceptance letter is received, please set up your tuition account and choose your payment plan at Facts Management (www.factsmgt.com). Instructions are in this packet. Please be aware that payments begin for certain plans on April 1st so registration after that date may limit the plans available. Any questions regarding tuition should be directed to the parish business manager, Karen Dina, at the rectory kdina@stdots.org.

Living with: Both Parents Mother Father
 Mother / Stepfather Father / Stepmother
 Guardian / Relationship to Student: _____

Mother Parental Status: Married Single Separated
 Remarried Deceased

Father Parental Status: Married Single Separated
 Remarried Deceased

Full Name of Step-Parent: _____

Is there a court-ordered custodial agreement? Yes No
(If yes, provide a copy of the custody order.)

Previous School(s) attended: _____

Method of Transportation: Car Walk Bus

School District Bus: Upper Darby Springfield Haverford
 William Penn Marple Rose Tree/Media
 Other: _____

If transportation is needed, please complete the Transportation Request form and check with your school district to see if registration for transportation is required.

Has your child been recommended for or had any testing or services? Yes No

If so please check: Early Intervention ADHD Educational testing
 IEP Math/Reading support

If yes, please provide copies of reports and examinations.

Other children in the immediate family attending St. Dorothy School:

Name: _____ Grade: _____

Before and after school CARES is available for all grades. Yes, I am interested.
Please complete CARES registration available on website in July.

I certify all of the information on this application is correct.

Parent/Guardian's Signature Date: _____

Marital Status: Married Separated Single Parent Remarried
 Father/Stepmother Mother/Stepfather

Full Name of Step-Parent: _____

Is there a court-ordered custodial agreement? Yes No
(If yes, provide a copy of the custody order.)

Has your child been recommended for or had any testing or services? Yes No

If so please check: Early Intervention ADHD Educational testing
 IEP Math/Reading support

If yes, please provide copies of reports and examinations.

Please note: To attend St. Dorothy PreSchool, children **MUST** be independently toilet trained, which includes undressing, redressing and wiping themselves. Teachers are not permitted to assist students. Please read the St. Dorothy School Handbook for further clarification.

I have read and understand the School Handbook.

Other children in the **immediate** family attending St. Dorothy School:

Name:

Grade:

Please choose your child's attendance from the following options:

Our 3 year old program offers a 3 day (Monday/Wednesday/Friday) or a 5 day class with half or full days for both options:

PreK-3: 3 Days (M W F) 5 Days
Full Day: (8:00-2:45) **Half Day:** (8:00-11:30)

Our 4 year old program offers a Monday/Wednesday/Friday full day class or 5 day with full or half day classes available:

PreK-4: 3 Days (M W F) 5 Days
Full Day: (8:00-2:45) **Half Day:** (8:00-11:30) (5 days only)

Please note there is limited availability for 3 day and half day programs.

Before and after school CARES will be available for Pre-K. Yes, I am interested.
Please complete CARES registration available on website in July.

I certify all of the information on this application is correct.

Parent/Guardian's Signature

Date: _____



Emergency Contact Information
Pre-School

Student: _____ Birthdate: _____ Grade: _____

Address: _____ Home Phone: _____

Mother's Name: _____ Father's Name: _____

Mother's Cell: _____ Father's Cell: _____

If we are unable to reach a parent at the above phone numbers in the event of illness or injury, we are authorized to release your child to:

Name: _____ Relationship to Child: _____

Phone: _____

Name: _____ Relationship to Child: _____

Phone: _____

Name: _____ Relationship to Child: _____

Phone: _____

Any medical conditions, precautions or medications we should be aware of:

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____



MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic faith.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



Loan of Textbooks

All parents/guardians of children enrolled in St. Dorothy School are required to sign the following form:

I hereby request of the Secretary of Education of Pennsylvania the loan of instructional materials and textbooks in accordance with Act 90 (1975), Act 195 (1972) and Act 88 (1975) for my child/children attending St. Dorothy School in Drexel Hill, PA, Delaware County.

Parent/Guardian Signature

Date



Authorization to Release Student's Records

School: _____

Address: _____

is hereby authorized to release the following information to:

St. Dorothy School
1225 Burmont Road
Drexel Hill, PA 19026
Fax: 610-789-2008
jgordon@stdots.com

The following student has submitted an application to our school. Please send the following information for our consideration:

Student: _____ Current Grade: _____

_____ Academic Records

_____ Health Records

_____ Personal Recommendations / Disciplinary Records

_____ Records from agencies outside the school (i.e. Intermediate Unit)

_____ Reading _____ Math _____ Speech _____ Psychological Evaluation

Parent's / Guardian's Signature: _____

Date: _____



Bus Transportation Request

Students who live a mile or more away from school may be eligible for busing. If you would like your child/children to receive busing services, please complete the information below. Our office will submit your information to your local public school district's Transportation Office. Students eligible for busing will receive the busing information directly from the public school district about a week before school starts, this information does not come to the school therefore, we ask that you not call St. Dorothy for this information. If you have not heard from your district's transportation office by mid to late August, or have **any questions regarding busing**, please **contact the Transportation Office of your school district directly.**

Family Name: _____

Child's Name: _____ Grade: _____ Birthdate: _____

Child's Name: _____ Grade: _____ Birthdate: _____

Child's Name: _____ Grade: _____ Birthdate: _____

Address: _____

School District: _____

Parent / Guardian: _____

Phone: _____

Email: _____

Emergency Contact: _____ Phone: _____

Please note:

Contact your local public school district to see if they require you to register in order to be eligible to receive busing services.

Most districts provide transportation home on half days, however, **William Penn School District** does **not** pick up from our school on early dismissal days. **Parents must arrange transportation home.** You will receive our calendar at the beginning of the year with which days each district provides early p.m. transportation.



Mandated Requirements for Attending School in Pennsylvania

Immunization Requirements

The following immunizations are required for all students in the Commonwealth of Pennsylvania. Your child's school **must** have written confirmation from your physician for each immunization **before they may attend school**. State law mandates that students not up to date on their immunizations are at risk of being excluded from school.

All Grades:

- DPT (Diphtheria/Pertussis/Tetanus): Four (4) required, with one after age 4
- Polio: Four (4) required, with one on or after age 4 and at least 6 months after previous dose.
If third dose is given on or after age 4 and at least 6 months after last dose, the fourth dose is not required.
- MMR (Measles/ Mumps/ Rubella): Two (2) required, with the first dose on or after age 1
- Hepatitis B: Three (3) required, must be properly spaced
- Varicella (chicken pox): Two (2) immunizations required, the first must be after age 1. Or history of disease.

In addition to the immunizations listed above, the following requirements are in place for students entering 7th grade:

- Tdap (Tetanus/Diphtheria/ Pertussis): one dose required, if less than 5 years since last DPT
- MCV (Menactra – meningitis): one dose required.

Physical Exam Report:

Grades K and 6 and for all new students

Dental Exam Report:

Grades K, 3 and 7 and for all new students

Health History Upper Darby School District

To Parent or Guardian: The information requested on this form will be helpful to the school authorities in determining the health status of your child and in assisting him/her to receive maximum benefits from his/her educational opportunities. Physicals are required for all new students, Kindergarten, 6th grade and 11th grade.

Name of Child: _____ Male Female

Address: _____ Date of Birth: _____

Previous school attended: _____

Mother's/Guardian's Name: _____ Birthplace: _____

Address: _____ Phone: _____

Father's/Guardian's Name: _____ Birthplace: _____

Address: _____ Phone: _____

Name and Phone Number of Child's Physician or Other Source of Medical Care:

Name: _____ Phone: _____

Provide Details of Medical History and attach copy of immunizations:

Chickenpox	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Diabetes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Chronic Ear Infections	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Peanut Allergy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ADHD	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Bee Sting Allergy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Convulsions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Asthma	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Lactose Intolerant	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Allergies: Yes No if yes, describe _____

Tuberculosis or contact: Yes No if yes, describe _____

Serious illness: Yes No if yes, describe _____

Operations: Yes No if yes, describe _____

Head injuries or Serious Accidents: Yes No if yes, describe _____

Have any problem with vision, hearing or speech? Yes No if yes, describe _____

Take medication? Yes No if yes, describe _____

Other pertinent information about your child's health: _____

Is your child able to participate in a full school program? Yes No If not, state reason _____
(Information from your physician will be required if restriction is necessary)

Signature: _____ Date: _____

For office use only:			
School _____	Grade _____	Room _____	Date _____

UPPER DARBY SCHOOL DISTRICT
Private Dental Report

Dear Parent/Guardian,

THE PENNSYLVANIA SCHOOL HEALTH LAW REQUIRES dental examinations upon entrance to school (kindergarten or grade one), third and seventh grades. It is strongly recommended that your family dentist perform the exam as he/she is the most familiar with your child's dental needs and will be able to provide follow up treatments, cleanings etc. Examination forms completed by the family dentist should be returned to the nurse at your child's school.

FOR USE BY DENTAL EXAMINER ONLY

**PRIVATE DENTIST REPORT
OF DENTAL EXAMINATION OF A PUPIL OF SCHOOL AGE**

NAME OF SCHOOL _____ DATE _____ 20__

NAME OF CHILD			AGE	SEX	GRADE	SECTION/ROOM
Last	First	Middle		<input type="checkbox"/> M <input type="checkbox"/> F		

ADDRESS

No. and Street City or Post Office Borough/Township County State Zip

REPORT OF EXAMINATION

	TOOTH CHART																
	RIGHT								LEFT								
UPPER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Upper
LOWER	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	Lower
UPPER																	Upper
LOWER																	Lower

Is The Child Under Treatment? Yes No

Date of Dental Exam

Signature of Dental Examiner

Address

Print Name of Dental Examiner

Phone Number



Dress Code

In wearing the uniform of Saint Dorothy School, each child represents to the public the values of the school. Those who wear the uniform proudly make the statement that here at Saint Dorothy, we dress up for learning. Manner of dress can have a strong influence on classroom environment and we believe that our uniform adds to the positive calm.

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of parent and child. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. Self tattooing/drawing on skin or uniform or a ripped, torn uniform is not allowed or aligned with this image. Final approval/disapproval is at the discretion of the principal.

A student's appearance, self-respect, and performance tend to complement one another; hence, reasonable care and neatness in regard to dress and appearance are required of all students.

Uniforms are available at Flynn & O'Hara Uniforms, the gym uniforms may be purchased at C & M Sporting Goods.

Fall/Winter Uniform Dress Code:

PreSchool

- Pre K logo Sweatshirt/Sweatpant/Mesh short/T-shirt: This uniform is only available to purchase from the school. Order sheets are with registration and shared in an email.

Kindergarten

- The Gym logo uniform must be worn each day. Please follow the spring and winter dates for the timing of using shorts/t-shirt or sweatpants and sweatshirt.

Girls 1-4

- knee length plaid jumper (no shorter than 2 inches above the knee)
- white blouse with Peter Pan collar
- green cardigan sweater (optional)
- green or navy school knee-hi socks, or crew socks (in warm weather)
- tights (green, navy or black)

Girls 5-8

- knee length plaid kilt (no shorter than 2 inches above the knee)
- white oxford blouse with button-down collar
- green V-neck school sweater
- green or navy school knee-hi socks, or crew socks (in warm weather)
- tights (green, navy or black)

Boys 1-8

- grey school uniform dress pants (no cargo pants)
- white dress shirt
- belt
- green pullover school sweater or ¼ zip sweater
- uniform tie
- black, grey or white socks

Shoes: Boys / Girls - Tan or black non-skid sole shoes that lace are required. Tan or black bucks or Sperry's are preferred. No designs or colors are permitted. For the boys, solid brown or black Merrills are permitted.

Gym: Regular sneakers are permitted on gym days only. No light-ups, wheels, etc.

Gym Uniform:

- School sweatsuit consisting of long sweatpants, T-shirt, and sweatshirt with the Saint Dorothy School logo, in Fall/winter season.
- In Spring/summer season, the pants may be replaced by dark green uniform shorts with the Saint Dorothy School logo. Appropriate length is respectfully 7" and 9". Short shorts are not permitted as uniform.
- All students are required to wear plain white, grey or black solid colored ankle socks. **NO SPORT SOCKS.** Gym uniforms can be purchased at C&M Sporting Goods which is located in the Manoa Shopping Center.

Summer Uniform:

- A summer uniform, consisting of a green golf shirt (optional banded) and plaid uniform shorts is permitted in warm weather for anyone wishing to wear them. September through October 1 and May 1 through June are considered summer weather times. Times may vary due to temperatures. The principal will communicate when the change is happening.

Special Notes:

- No colored tee shirts, or tee shirts with printing or pictures, are permitted underneath the boys' or girls' shirt or blouse. A plain white tee shirt is permissible. Violation of this will result in the students' being required to remove the tee shirt and the reception of a uniform infraction.
- **Shirts and blouses must be tucked in at all times. The waistband should rest on the waist. Belts must be worn by the boys. Violation of this will result in a uniform infraction.**
- **Pierced Earrings: (girls only)** – one pair of small post earrings; no dangling or hoop earrings or stud earrings are permitted. Earrings must be placed on the ear lobe, not anywhere else on the ear or body. Boys may not wear earrings.
- **Make-up:** no make-up of any kind is permitted. A student wearing it will be sent to the bathroom to remove it.
- **Nail Polish:** No colored nail polish is permitted. Students wearing colored nail polish will be sent to the office where they will be required to remove it. No acrylic nails. Multiple offenses will be noted as a violation.
- **Jewelry:** No necklaces or costume jewelry may be worn. Any neck religious medal should be inside the uniform. A watch, Fitbit or religious bracelet may be worn on the wrist. Only one item on the wrist at a time. Smart watches may not be worn to school.
- **Hair:** Student hair must be well groomed and neat, traditional in style with no dyed, highlighted or extreme cuts. Boys' hair must be no longer than top of collar. No facial hair may be grown. No fads (mohawk, tail), extreme styles, shaved, buzzed styles are permitted. Final determination of what is traditional and appropriate is determined by the administration if necessary. Any eighth grade student who comes to graduation with extreme hair styles or color will not be permitted to attend graduation ceremonies or the dance.

Dress Code

- We thank you in advance for your adherence in assuring your child/ren are wearing their uniform appropriately. We recognize growth happens and hems of jumpers, skirts and pants need altering during the year. Students are warned of violations and asked to make changes. If change does not take place with adherence to our dress code, it may result in the student receiving a uniform infraction. If change does not happen a personal plan may be put into place with the family's involvement. Inability to adhere to the dress code may result in suspension.