

St. Patrick Catholic Elementary & Jr. High School

Registration Information and Policies 2018-2019

St. Patrick Catholic School assists and supports families in nurturing and developing their children by providing quality Catholic education and care. St. Patrick Catholic School achieves this mission through:

Mission Statement

Inspired by the Sisters of Mercy and the Catholic school traditions of faith, challenging academics, and service to others, we partner with families to prepare well-rounded students for life long success.

Vision Statement

Providing a faith-filled, academically challenging, service oriented curriculum so that all graduates are secure in their foundational preparation and confident in pursuing goals, serving the community, and finding success in future endeavors.

St. Patrick School emphasizes:

- Connecting our Catholic faith to all we do and learn
- Providing a comprehensive, technologically rich curriculum
- Addressing local and global needs through active service

School Philosophy

St. Patrick Catholic School is a community in which teachers, staff, clergy, and parents work together to provide a well-rounded Catholic education for each student.

As facilitators of the educational program, the faculty and administration consider it essential to teach the student to live in accordance with the spiritual, moral, and ethical principles exemplified in the life of Christ and inspired by the Sisters of Mercy. St. Patrick School emphasizes its role as:

- A Catholic Community in which the members care for, challenge, and support one another for the common good, with parents as the primary educators of their children.
- A Provider of Comprehensive Curricular Programs that offer excellence in education integrated with Christian truths and values, and where each child can realize his/her full potential.
- A Reflection of the image and Likeness of Christ where we conduct ourselves as disciples of Christ by living the Good News and serving others through works of mercy
- A Safe and Disciplined Environment which creates a campus where responsible citizenship and moral reasoning are reinforced by relationships of charity, respect, peace, and reconciliation.

Non-Discrimination Policy

St. Patrick Catholic School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school.

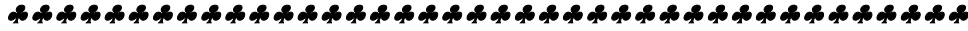
St. Patrick Catholic School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While St. Patrick Catholic School does not discriminate against students with special needs, a full range of services may not be available.

Likewise, St. Patrick Catholic School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color and national and/or ethnic origin.

St. Patrick Catholic School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

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Parents and guardians are required to inform themselves thoroughly regarding all of the regulations as set forth in the St. Patrick Catholic School Family Handbook particularly in the areas of faith development, school philosophy, discipline, family responsibilities and financial obligation of the parents/guardians. Also particular attention should be paid to the Christian Code of Conduct and the Sexual Harassment Policy.

CONTINUATION REQUIREMENTS FOR CURRENT STUDENTS

Students are admitted to St. Patrick Catholic School on a year-to-year basis. For continued admittance, currently enrolled students must:

- ♣ Demonstrate an academic ability to achieve satisfactory progress within our curriculum.
- ♣ Demonstrate good character which reinforces the school’s mission, philosophy and goals as well as behavior patterns which would not be a disruptive influence in the school.
- ♣ Update immunization and health records, as required by State law.
- ♣ Update emergency and family agreement forms.
- ♣ Pay registration fee (non-refundable unless not admitted by the School).
- ♣ All previous years financial/service obligations must have been completed.

Tuition and Fee Requirements 2018-2019

The cost of attending St. Patrick Catholic School includes:

A. FEES DUE AT THE TIME OF REGISTRATION (PER CHILD)

Registration Fee Per Child: \$300.00

Registration fees for the 2018-2019 academic year helps to offset the cost of: Master Liability Insurance, Student Insurance, Diocesan Student Assessment. Also, \$40.00 of the Registration Fee goes towards the class fund with the remainder helping to offset the cost of academic programs.

The diocesan per-capita student assessment is a tax the school pays directly to the Department of Catholic Schools. These funds provide operational revenue for the Superintendent of Schools, and our students receive a variety of services and benefits from that office. Student fees also pay for the costs of administering assessments throughout the year

B. FAMILY TUITION PLANS

1. **Prepayment of all tuition for the academic year 2018-2019.**
Payment in full by check, money order or cashier’s check to the school office **by August 24, 2018.**
2. **A choice of tuition payment installments:**
Payments electronically transferred through Rabobank’s ACH Program on the 20th of each month.
 - Ten (10) equal installments, beginning August 2018 and ending May 2019.
 - Twelve (12) equal installments, beginning June 2018 and ending May 2019.

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- 3. Quarterly or Bi-annual Payment Plans paid by check, cashiers' check, money order or cash to the school.
- 4. Alternative Payment Plans must be requested in writing and approved by the Principal.

Multiple-Child Discount (Kindergarten – Jr. High School)

St. Patrick Catholic School places a high value on supporting families who sacrifice so much to provide a quality Catholic education for their children.

<u>Tuition Per</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
Annually	\$5380.00	\$9954.00	\$14,146.00
Monthly (10)	\$ 538.00	\$ 995.40	\$ 1414.60
Monthly (12)	\$ 448.33	\$ 829.50	\$ 1178.83

C. TUITION ASSISTANCE PROGRAM

St. Patrick Catholic School strives to make Catholic education available to all children even if families cannot meet the full cost of tuition. To facilitate this goal, a limited amount of money is available to families who enroll their child(ren) in grades kindergarten through eight. Funds are allocated based upon demonstrated need and are disbursed directly into tuition accounts at the beginning of each school year. **All matters relating to individual tuition assistance are held in the strictest confidence between the receiving family and school administration only.**

Families must complete the FACTS ONLINE application no later than May 4, 2018. Go to our website, www.stpatschoolaq.com, under Registration, to find the link to FACTS. St. Patrick Catholic School will use FACTS, which provides confidential data necessary to make a fair and equitable distribution of tuition assistance.

- 1. Tuition grants are designed only to financially assist families in need. Tuition assistance allocations should not be regarded as a family's sole means of financing the Catholic education and care of their child(ren) at St. Patrick Catholic School.
- 2. Tuition assistance is available to families who enroll their child(ren) in St. Patrick Catholic School. If in future years their financial situation improves allowing them to repay all or part of such assistance, they will be expected to do so. This will create additional monies for other families who need assistance.
- 3. The school administration reviews all tuition assistance applications. Families who benefit most from the program are selected. Continuing families of currently enrolled students at St. Patrick Catholic School, who are in good financial standing, will be given preference.
- 4. Families who receive tuition assistance are still required to pay all fees and to perform their family service responsibilities.
- 5. Tuition assistance is awarded for **one** academic year. For continued assistance a new application must be filed each academic year by the appointed deadline. A review of the previous year's payment and involvement record will be taken into account prior to granting a new request.
- 6. Tuition assistance is allocated on a month-to-month basis. It will not continue if a family's required portion is not paid in a timely manner. If your student withdraws during the school year, your tuition grant cannot be applied to outstanding fees or tuition.

Please contact the school office staff (489-1210) if you would like more information about the program.

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D. FAMILY SERVICE PROGRAM

Family fundraising is designed to subsidize individual family tuition prices, to help facilitate capital improvements and to build community at St. Patrick Catholic School. Each family is required to fulfill obligations between **May 1, 2018 and April 30, 2019**. **Any additional Service Hours completed above your required hours, will be given to families in need, per the discretion of the Administration.**

DIOCESAN POLICY: All volunteers that participate during any fundraising event where students are present; serve in the classroom; do hot lunch, yard duty, Kindergarten tables, rainy day relief, library walks, or drive on field trips **MUST** have completed the Live Scan screening and have a Shield the Vulnerable Certificate on file and a Diocesan Driver Form and completion of the Safe Driving online Course Certificate (if driving) on file with the school office prior to interacting with the children. All volunteers must sign in at the office and pick up their Volunteer Badges

The Live Scan forms are obtained through the school office. You can get both Shield the Vulnerable and Safe Driving Courses through the links on our website, www.stpatschoolag.com. Go to Parents/Documents/Forms to find the links. Once you take either of the courses, print off the certificate and bring it to the school office.

SERVICE HOURS

Service Hours are integral to the operation of St. Patrick School. Our school relies on the good will and generosity of the parents to support our efforts in educating our children. Because we receive no support other than revenues from tuition, registrations and various fees, supplementing our school income with fundraisers is necessary. It is vital that we are supported in the many facets that make St. Patrick a successful school.

IMPORTANT: Sign up on Shiftboard to schedule and track your Service Hours

1. Go to <https://www.shiftboard.com/stpatservicehours>
2. Once you have logged in, the face page has the instructions on how to use Shiftboard.

Each school family is required to work thirty-five (35) hours of family service as per the 2018-2019 school contract.

- **Twelve (12) mandatory hours are to be worked for the Annual Family BBQ/Auction. All families are required to work BBQ/Auction hours.**
- **Four (4) mandatory hours are to be worked at the Shamrock Thrift Store,**
- **Nineteen (19) general hours may be earned through additional BBQ/Auction, Shamrock Thrift Store, Parent’s Club events, etc. *Only those hours that have prior approval from the office will be counted.***

A \$35.00 per hour fee will be assessed for Service Hours not worked.

SERVICE HOURS OPPORTUNITIES

Annual BBQ/Auction – Sunday, September 23, 2018 - Hours may be earned prior to the BBQ (help is needed for the BBQ and Auction during the summer). Hours can be earned the day of the event and on Monday, September 24, for final clean-up, etc.

Benefit Dinner – late winter/early spring

Shamrock Thrift Store – Year Round – Additional hours may be worked throughout the school year. Shifts are scheduled on Shiftboard

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Parents' Club Events – School Year – The Parents' Club sponsors events throughout the school year. No limit on the amount of hours you may earn.

- Fall Festival – Oct/Nov 2018
- Mother/Son Event – Jan.2019
- Father/Daughter Dance – February 2019
- Family Bingo Night – March 2019

Hot Lunch Sept.- May – @ 1.5 hours every other two week period for the entire school year. BBQ/Auction and Thrift Store hours requirements as per Hot Lunch Worker Contract.

Yard Duty 7:50 am – 8:30 am or 2:50 pm – 3:30 pm - once a week for the entire school year. **You must be able to be there on time!** BBQ/Auction and Thrift Store hours requirements as per Yard Duty Worker Contract.

Rainy Day Relief/Library Chaperone – as needed - 1 hour of service every shift served.

Room Parents – Each grade is given 30 hours to divide up among the grade's room parents. ALL ROOM PARENTS ARE REQUIRED TO WORK THE BBQ & THRIFT STORE REQUIREMENTS.

Field Trips – Parents will be able to get hours by driving to and from, or helping with class field trips, as long as you are cleared to do so. You will need to get prior approval to help with field trips from the classroom teacher. Your hours will be logged by the teacher, so make sure you sign up with them before you do the hours.

Athletic Events - Parents who help with the Athletic Events, ie. Working the admission table, snack table, driving students (other than your own) to and from events, and those who help with sporting events here on campus, ie. Track meets, etc, will get service hours. The Athletic Director will track these hours and turn them into the school office.

Miscellaneous Hours – Throughout the year there are several opportunities to earn service hours. Please check the school Shiftboard website for updates.

******Each family is responsible to sign up for Service Hours on Shiftboard, <https://www.shiftboard.com/stpatservicehours/>. Each volunteer worker is responsible to sign in and out of their scheduled shifts in order to receive proper credit for hours worked. Hot Lunch & Yard Duty workers only need to sign in that they are on campus each time they work.**

ANNUAL SCRIP PURCHASE

For the 2018-2019 academic year, each single child family is required to purchase **\$210.00 in Scrip profit**, families with 2 or more children are required to purchase **\$235.00 in Scrip profit**, during the school year May 1, 2018 through April 30, 2019. At the end of April 2019, any outstanding balance will be billed prior to acceptance of registration for the following year.

You may opt out of the scrip program by paying \$210.00 for one child or \$235.00 for two or more children, in full, by August 17, 2018. Or you may choose to pay \$21.00 per month for one child or \$23.50 per month for two or more children, which will be drawn through the ACH/Tuition 10 month program, or, \$17.50 per month for one child or \$19.58 per month for two or more children, which will be drawn through the ACH/Tuition 12 month

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program. If you have not chosen either of these on your contract, you will automatically be enrolled in the regular scrip program.

E. AUXILIARY SCHOOL SERVICE (EXTENDED CARE)

St. Patrick Catholic School provides extended care before and after school for regularly enrolled students, kindergarten through eighth grade. Extended care operates only on days when school is in session, except the last day of school before the Christmas break, The half day before Easter break and the very last day of the school year. Extended care provides structured play, rest, snack periods, supervised homework, and care in a safe, familiar environment. Complete information on this service is available through our school office.

For their safety, any student, regardless of age, left on campus one-half hour after dismissal for that day, will be signed in at Extended Care until a parent or guardian signs them out. *This includes on campus Athletic Events.*

Extended Care information and paperwork is available on the school website under *Parents/Documents.*