

# ***St. Patrick Catholic Elementary & Jr. High School Registration Information and Policies 2023-2024***

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***

St. Patrick Catholic Preschool through Junior High, rooted in the traditions of the Sisters of Mercy and focused upon rigorous academics, partners with families to educate and inspire students to live and serve with faith, wisdom, and compassion

## ***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.

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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.



**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 2023-2024**

The cost of attending St. Patrick Catholic School includes:

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

<b>Returning Student Registration Fee:</b>	<b>\$325.00</b>
<b>New Student Registration Fee:</b>	<b>\$425.00</b>

Registration fees for the 2023-2024 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 2023-2024.**  
Payment in full to St. Patrick School through FACTS Management **by August 16, 2023.**
2. **A choice of tuition payment installments:**  
Payments electronically transferred through FACTS Management on the 20<sup>th</sup> of each month.

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- Ten (10) equal installments, beginning August 2023 and ending May 2024.
  - Twelve (12) equal installments, beginning June 2023 and ending May 2024.
3. Quarterly or Bi-annual Payment Plans paid through FACT Management to the school.

### 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>
<b>Annually</b>	<b>\$6,801.05</b>	<b>\$12,689.90</b>	<b>\$17,981.34</b>
<b>Monthly (10)</b>	<b>\$ 680.11</b>	<b>\$ 1,268.99</b>	<b>\$ 1,798.13</b>
<b>Monthly (12)</b>	<b>\$ 566.75</b>	<b>\$ 1,057.49</b>	<b>\$ 1,498.45</b>

### Tuition Refund Policy

St. Patrick School plans carefully to ensure full enrollment in order to provide our parents with tuition that remains affordable. Contracts are a commitment of both parties to adhere to the policies of the school. It is the policy of St. Patrick School that tuition cannot be reimbursed for the semester (August-December; January-June) in which a family leaves the school. Families that leave during the semester are required to continue to pay tuition until the end of that semester. This policy pertains to students who withdraw voluntarily as well as students who are asked to leave the school.

If a family re-registers and withdraws before the start of the school year prior to June 30<sup>th</sup> no tuition will be charged to them. After June 30<sup>th</sup>, the August-December semester tuition payments will be required.

### 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 April 30, 2023.** Go to our website, [www.stpatschoolaq.com](http://www.stpatschoolaq.com), under Admissions, to find the link to [Tuition Assistance](#). 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.

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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.**

### 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, 2023 and April 30, 2024**. **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 Protecting God's Children 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. You will be notified upon volunteering of any changes in volunteer requirements.

The Live Scan forms are obtained through the school office. You can get both [Protecting God's Children](#) and [Safe Driving Courses](#) through the links on our website, [www.stpatschoolag.com](http://www.stpatschoolag.com). 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 for Service Hours at [www.stpatschoolag.com](http://www.stpatschoolag.com)  
Track your Service Hours in your FACTS family account**

Each school family is required to work twenty (20) hours of family service as per the 2023-2024 school contract.

- Twelve (12) mandatory hours are to be worked for the Annual Auction. **All families are required to complete Auction hours.**
- Four (4) mandatory hours are to be worked at the Shamrock Thrift Store,
- Four (4) general hours may be earned through additional 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.**

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**Service Hours will be prorated based upon County restrictions on our ability to hold fundraisers.**

**SERVICE HOURS OPPORTUNITIES**

**Annual Auction** - Hours may be earned prior to the Auction (help is needed for the Auction during the summer). Hours can be earned before the event and on the day of the event.

**Benefit Dinner** – late winter/early spring

**Shamrock Thrift Store – Year Round** – Additional hours may be worked throughout the school year. Please call the Thrift Store at (805) 481-0612 to schedule a time to work.

**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 – TBA

Mother/Son Event – TBA

Father/Daughter Dance – TBA

Family Bingo Night – TBA

**Hot Lunch Sept.- May** – @ 1.5 hours every other two week period for the entire school year. 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!** 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 AUCTION & 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. Please track these hours in Gradelink.

**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. Please track these hours in Gradelink.

**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 at [stpatschoolag.com](http://stpatschoolag.com). Each volunteer worker is responsible for tracking their service hours on Gradelink.com in their family accounts in order to receive proper credit for hours worked. Hot Lunch & Yard Duty workers only need to sign in to the office that they are on campus each time they work.**

**ANNUAL SCRIP PURCHASE**

For the 2023-2024 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, 2023 through April 30, 2024. At the end of April 2024, any outstanding balance will be billed prior to acceptance of registration for the following year.

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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 16, 2023. 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 FACTS Management 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 FACTS Management 12 month 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 *MySTPATRICK.***