



# HOLY SPIRIT

## PARISH SCHOOL

### **Important dates to remember for the 2018/19 school year**

**Present:** TK & Kindergarten applications will be accepted December 1, 2017-January 31, 2018.

Applications for grades 1-8 are accepted throughout the school year.

**December 7, 2017: *TK & Kindergarten Information Night*** at 6:00pm in the Kindergarten room; If you haven't done so already, please bring with you the application, copies of birth certificate, baptismal certificate, up to date immunization record and a picture of your family.

**January 28, 2018:** Catholic Schools Week Kick-Off with Mass at 9:00am at Holy Spirit Church and Open House immediately following at Holy Spirit Parish School 10:30am-12:00pm.

**February 23, 2018:** All TK & Kindergarten families will be notified of acceptance; students in grades 1-8 will be notified as openings occur.

**March or April, 2018:** Registration for those who have been notified of acceptance will be done online through FACTS, our new tuition collection company.

If you have any questions please call the school office at (916) 448-5663, or email Jane Dolcini at [jdolcini@hs-ps.com](mailto:jdolcini@hs-ps.com).



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### HOW TO APPLY FOR ADMISSION

1. Complete the enclosed APPLICATION form. Please attach a family photo.
2. TK & Kindergarten applications will be accepted December 1, 2017-January 31, 2018. Available spaces will be determined and all TK & Kindergarten applicants will be notified of acceptance in February, 2018. Applicants for grades 1-8 will be notified as openings occur.
3. If you are an applicant for a TK or Kindergarten position, you should try to attend our TK/Kindergarten Information Night on December 7, 2017 at 6:00pm. Please bring the following items with you to TK/Kindergarten Information Night if you haven't turned them in already:
  - The APPLICATION form (if it has not been submitted)
  - Birth certificate (copy)
  - Baptismal certificate (copy)
  - Immunization record (up to date copy)
  - Picture of your family
4. For those who have been notified of acceptance, registration information will be sent to you by email in March 2018.
5. Applicants for grades 1-8 will be placed on our waiting list. As openings occur you will be notified and your registration will be processed.

If you have any questions, please call the school office at (916) 448-5663.

*Thank you for your interest in Holy Spirit School!*



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### 2017/2018 Tuition Rates and Registration Fees

**(2018/2019 tuition rates will be decided in March, 2018)**

**Fees:**

Non-refundable fees of \$450 per student for Registration in grades K-8 are required. These fees include costs for textbooks, tech fees, school insurance, basic supplies, testing fees, diocesan assessments, yearbook, school roster, and FACTS and SCHOOLSPEAK fees. **In order to hold your child's place, this fee must be paid at Registration.** *Please note: all families attending Holy Spirit Parish School will be using our online FACTS payment system for tuition and other charges.*

**Tuition Rates for the 2017/18 school year are:**

Non-refundable Registration Fee per child: \$450

<u>Parishioner</u>	<u>Annual</u>	<u>10 monthly payments (Aug-May)</u>
One child	\$5,100.00	\$510.00
Two children	\$9,200.00	\$920.00
Three children	\$12,850.00	\$1,285.00
Four children	\$16,200.00	\$1,620.00
<u>Non-Parishioner (Catholic)</u>	<u>Annual</u>	<u>10 monthly payments (Aug-May)</u>
One child	\$5,750.00	\$575.00
Two children	\$10,500.00	\$1,050.00
Three children	\$14,800.00	\$1,480.00
Four children	\$18,800.00	\$1,880.00
<u>Actual Cost per Child or Non-Catholic Rate</u>		
One child	\$7,550.00	\$755.00 (per child)

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# HOLY SPIRIT PARISH SCHOOL

## Extension Program Rates for 2017/18

(2018/2019 Extension rates will be decided in March, 2018)

\$60.00 Registration Fee per child

### FULL TIME STUDENTS

1 child	(TK or Kindergarten)	\$190/month or \$1,710/year
1 child	(Grades 1-8)	\$174/month or \$1,566/year
2 children	(Grades 1-8)	\$261/month or \$2,349/year
2 children	(TK or K & 1-8)	\$275/month or \$2,475/year
2 children	(TK or Kindergarten)	\$283/month or \$2,547/year
3 children	(Grades 1-8)	\$347/month or \$3,123/year
3 children	(with 1 in TK or Kindergarten)	\$360/month or \$3,240/year
3 children	(with 2 in TK or Kindergarten)	\$368/month or \$3,312/year
4 children	(with 1 in TK or Kindergarten)	\$468/month or \$4,212/year

### DROP-IN STUDENTS (5 hours or less/week is considered drop-in)

\$12 per hour \$6 per ½ hour

**\*\* ALL DROP-IN FEES MUST BE BY AUTOMATIC DEBIT\*\***

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### ADDITIONAL INFORMATION

Extended day services are offered beginning at 7:00am and ending at 6:00pm. A charge of \$5.00 per five minutes after 6:00pm and a charge of \$10.00 per five minutes after 6:30pm will be added to your monthly payment if you are late picking up your children from the program.

There is a non-refundable registration fee of \$60.00 per child which must accompany the registration form and the emergency form. This is required for every child using the program. Please make checks payable to Holy Spirit School Extension Program.

Parents must sign children out of Extension daily – only those persons authorized to pick up children may do so.

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### UNIFORM INFORMATION

- Hamilton plaid or solid navy blue tie for boys for formal days
- Approved Hamilton Plaid box pleat jumper, skirt or skort with tabs for girls
- Uniform-issue navy blue twill shorts or pants
- Plain navy, black or brown belts must be worn with pants and shorts
- Pants must be worn at the waist level
- Skirts and shorts must not be more than 2 inches above/below the knee.

#### **Tops (plain or HSS logo only)**

- Short or long sleeved white collar blouse for girls on formal days
- Short or long sleeved white oxford shirt for boys on formal days
- Short sleeved red polo shirt
- Long sleeved red polo or turtleneck shirt
- Tops must be tucked in at all times
- White solid short sleeved undershirts may be worn

#### **Optional Outerwear in classroom (Coats or other unapproved logo wear must be removed in the classroom)**

- Red or navy Holy Spirit School sweatshirts
- Red uniform grade cardigan with logo for girls for formal days
- Red v-neck sweater vest with logo for boys for formal days
- Red or navy fleece vest with either no logo or HSPS logo only

#### **Socks / Shoes**

- (Girls) Solid knee high or ankle length dress socks or tights in red, white, black or navy blue
- (Boys) Black or navy dress socks with dress shoes
- Athletic socks must be crew length. No ankle or ped socks are allowed
- Athletic shoes in solid red, white, black, or navy must have ties or fasteners
- Flat, low-top leather/canvas shoes with closures. No high heels, high tops, hiking shoes or Vans

#### **Make-up / Jewelry**

- Make-up, including lipstick, is not allowed
- Students may wear clear nail polish only
- Students may not wear acrylic fingernails
- Wristwatches may be worn, no AppleWatches or the like are allowed
- Girls may wear stud earrings, one earring per ear
- Religious jewelry may be worn

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### **Hair / Hats**

- No hair dye or entirely shaved heads allowed. No fad haircuts, teen-idol, surfer style or distracting hairdos are allowed. Boy's hair must be above the collar, off the ears and above the eye brows. Definition of these terms is at the principal's discretion.
- No hats/hoods are to be worn in the classroom

### **P.E. Uniforms (boys & girls)**

- Solid red shorts with HSPS logo only
- White HSPS logo t-shirt
- Navy or red sweatshirt with HSPS logo
- Navy sweat pants with elastic casing or zipper at the ankles
- Athletic shoes (plain red, navy, white or black) and white, navy or black crew length socks

Students must be neatly groomed at all times during school and properly attired at all school sponsored activities. Students who come to school without proper attention to personal care and/or in violation of uniform regulations may be sent home. Uniform clothing must be kept neat, clean and in good repair. Pants must be neatly hemmed. Blouses and shirts must be tucked in at all times. Belts must be worn at all times and must show when shirts are tucked in.



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### Work Incentive/Scrip Fundraising Program

The purpose of this program is to provide an opportunity for school parents to be actively involved in their child's education, to offset the deficit between tuition collected and the actual cost of operating the school and to give parents flexibility in choosing their service hours. Non-participation or failure to complete the required service hours and fundraising commitment will result in alternative terms and conditions for future registration. All service hours and scrip purchases must be completed from April 1 to March 31 every year.

#### Service Hours Program

1. Parents of students in grades K-8 perform 25 hours of volunteer service per year (10 designated fundraising hours and 15 non-fundraising hours). In lieu of completing these hours families can choose to pay an additional \$750 registration fee.
2. Only hours worked for Holy Spirit School or Holy Spirit Parish will fulfill the service hour requirements.

#### Service Hours Reporting

It is the responsibility of the parents to record completed service hours on a report form available in the school office. Only parent/guardians may earn service hours.

#### Scrip Fundraising Program Commitment

Each family will participate in the scrip fundraising program at a level of \$2000 per year. Scrip options are Nugget, eScrip, and gift cards such as Raleys, Arco, Starbucks, Safeway, Target, all available for purchase in the school office. To bypass this fundraising commitment each family has the option to buy out at an additional \$150 fundraising fee.



# HOLY SPIRIT

## PARISH SCHOOL

### 2018/2019 ENROLLMENT APPLICATION

DATE \_\_\_\_\_

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**Last Name**                      **Father**                      **Mother**                      **Child**                      **Birthdate**

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**Address**                                      **City**                                      **Zip Code**

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**Home Phone**                                      **Father's Work#**                                      **Mother's Work #**

**Occupation** \_\_\_\_\_

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**Email addresses**

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**Catholic or Non Catholic?**                      **Baptism or other sacraments?**                      **Parish you belong to**

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**Current School**                      **Address**                      **Phone #**                      **Current Grade**

**Reason for transfer if applying for 1<sup>st</sup>-8<sup>th</sup> grade:**

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**How did you hear about HSPS?**

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**Grade applying for:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

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