



HOLY SPIRIT

PARISH SCHOOL

Important dates to remember for the 2019/20 school year

Present: TK & Kindergarten applications will be accepted December 1, 2018-January 31, 2019.

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

December 6, 2018: *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 27, 2019: Catholic Schools Week Kick-Off with Mass at 9:00am at Holy Spirit Church and Open House immediately following at Holy Spirit Parish School from 10:30am-12:00pm.

February, 2019: All TK & Kindergarten families will be notified of acceptance; students in grades 1-8 will be notified as openings occur.

March, 2019: Registration for those who have been notified of acceptance will be done online through FACTS, our 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.



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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, 2018-January 31, 2019. Available spaces will be determined and all TK & Kindergarten applicants will be notified of acceptance in February, 2019. 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 6, 2018 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 February 2019.
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 Parish School!



HOLY SPIRIT PARISH SCHOOL

2018/2019 Tuition Rates and Registration Fees

(2019/2020 Rates will be decided in February)

Fees:

Non-refundable fees of \$475 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. *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 2018/19 school year are:

Non-refundable Registration Fee per child: \$475

<u>Parishioner</u>	<u>Annual</u>	<u>10 monthly payments (Aug-May)</u>
One child	\$5,253.00	\$525.00
Two children	\$9,476.00	\$948.00
Three children	\$13,236.00	\$1,324.00
Fourth child	\$ 0	\$ 0
<u>Non-Parishioner (Catholic)</u>	<u>Annual</u>	<u>10 monthly payments (Aug-May)</u>
One child	\$5,923.00	\$592.00
Two children	\$10,816.00	\$1,082.00
Three children	\$15,245.00	\$1,525.00
Fourth child	\$ 0	\$ 0
<u>Actual Cost per Child or Non-Catholic Rate</u>		
One child	\$7,777.00	\$778.00 (per child)

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HOLY SPIRIT PARISH SCHOOL

Extension Program Rates for 2018/2019

(Rates for 2019/20 will be decided in February)

\$75.00 Registration Fee per child. Extension fees are paid September-May (9 month cycle)

FULL TIME STUDENTS

1 child	(TK or Kindergarten)	\$200/month or \$1,800/year
1 child	(Grades 1-8)	\$185/month or \$1,665/year
2 children	(Grades 1-8)	\$275/month or \$2,475/year
2 children	(TK or K & 1-8)	\$300/month or \$2,700/year
2 children	(TK or Kindergarten)	\$295/month or \$2,655/year
3 children	(Grades 1-8)	\$360/month or \$3,240/year
3 children	(with 1 in TK or Kindergarten)	\$380/month or \$3,420/year
3 children	(with 2 in TK or Kindergarten)	\$380/month or \$3,420/year
4 children	(with 1 in TK or Kindergarten)	\$380/month or \$3,420/year

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

\$15 per hour \$7.50 per ½ hour

**** ALL DROP-IN FEES will be billed through FACTS on the 20th of the month****

ADDITIONAL INFORMATION

Extended day services are offered beginning at 7:00am and ending at 6:00pm. A charge of \$7.500 per five minutes after 6:00pm and a charge of \$15.00 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 \$75.00 per child. This is required for every child using the program. ***All drop-in fees will be billed through FACTS on the 20th of the month.**

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

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UNIFORM & DRESS CODE POLICY

School uniforms promote egalitarianism, modesty, and neatness. Our uniforms prevent unnecessary fashion competition. Uniform pride is school pride.

GENERAL POLICY

- Students must be in uniform starting the first day of school.
- Students should also practice proper hygiene daily.
- Uniforms must fit appropriately and modestly. NO “tight-fitting” clothing.
- Skirt, jumper, skort or short length may not be shorter than 3” (inches) from the top of the knee (repeat violations of skirt length may result in a requirement to wear pants instead of a skirt, jumper or skort).
- During to and from school and recess periods, non-Holy Spirit jackets or coats may be worn in addition to the uniform attire.

Spirit wear accessories will be allowed on the first and third Mondays of each month only.

While on campus, all students are expected to adhere to the Dress Code in accordance with the following guidelines:

ITEM	DESCRIPTION	RESTRICTIONS
SHIRTS/ TOPS	<ul style="list-style-type: none"> • Red short or long sleeve polo or blouse. • Shirts must be tucked in when in the school building or in Church. • Short or long sleeved white collared shirt or blouse for formal Fridays. • Solid white undershirts only (optional). • PE - Holy Spirit Tee shirts (including current year or previous year jogathon) 	<p>NO</p> <ul style="list-style-type: none"> • Untucked shirts • Holes in shirts • Designer logos
PANTS/ BELTS	<ul style="list-style-type: none"> • Navy blue twill pants only (Shorts or long pants) • Worn at Waist • Brown, black or navy belts required for (grades 4-8) 	<p>NO</p> <ul style="list-style-type: none"> • Denim • Holes • Yoga-Style • Cargo Pants • Shorts, no shorter than 3” above knee

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SKIRTS (5-8) SKORTS (K-8) JUMPERS (K-5)	<ul style="list-style-type: none"> Hamilton Plaid (box pleat) 	<p style="text-align: center;">NO</p> <ul style="list-style-type: none"> shorter than 3" above knee
SOCKS	<ul style="list-style-type: none"> Must be solid colors of red, white, navy, black or gray. Must at least cover the ankle bone and be visible. Small company logo is permitted (i.e. Small Nike "swoosh", small Vans text, etc.) Full-length tights or leggings with jumpers, skirts or skorts (leggings or tights that do not cover the entire foot must be worn with socks). 	<p style="text-align: center;">NO</p> <ul style="list-style-type: none"> Striped, argyle, checkered, multi-colored or other patterned socks. Socks with words.

SHOES

MUST BE

- Flat sole, closed and sturdy.
- Low Top (nothing over ankle)
- Tied, velcro fastened or buckled.
- Remain tied at all times.

NO shoes that are:

- Fluorescent in color (including laces & piping)**
- Slip-on/Slippers of any kind
- Boat shoes / Moccasins
- Roller shoes
- Boots, UGGs, **High-top**

SWEATSHIRTS / OUTERWEAR

- Sweatshirt, navy or red, with school crest. (Hooded sweatshirts will no longer be available for sale and will be phased out).
- ON FORMAL DAYS:** Red or navy vest, blazer or sweater w/without school logo.

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NO

- NO hoodie sweatshirts on formal day.

JEWELRY

- Wristwatch
- **Single**, discreet gold or silver chain/necklace w/religious cross or medal
- **Small and safe post earrings** for girls.

NO

- Hoops or dangling earrings
- Pierced jewelry beyond one earring per ear
- Flashy jewelry

HAIR UP / MAKEUP

- Must be **student's natural hair color**
- Boys' hair should be collar length or shorter (above/at collar, above bottom of ear lobes and above eyes)
- Modest sized hair ties, headbands or bows for girls may be worn (optional).
- Boys must be clean shaven
- Baseball caps worn in the traditional manner on the playground during recess.
- **ONLY Clear nail polish is acceptable.**

NO

- Distracting hairstyles or facial hair
- Mohawks or shaved designs
- Dyed or highlighted hair
- **Make-Up**

PE UNIFORM

(purchased only at school office)

- School PE uniforms are to be worn on class PE days (except for formal Mass).
- School PE shirt with red shorts (**No shorter than 3" above knee**)
- Solid Red or navy sweatpants.
- Any current or previous year Jogathon shirt .
- Athletic, non-marking shoes must be worn.
- PE shirts may be worn untucked.

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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 registration. All service hours and scrip purchases must be completed **between April 1 and March 31 of the next school year.**

Service Hours Program

1. Each family is required to contribute a minimum of 30 service hours per year, 15 hours in designated fundraisers and 15 hours in non-fundraising.
2. Only hours worked for Holy Spirit School or Holy Spirit Parish will fulfill the service hour requirements.
3. Diocesan regulations mandate that this amount cannot be prorated for partial hours completed therefore, all 30 hours must be performed and reported by the reporting deadline to avoid paying an increased registration fee. ***If a student leaves the school and hours are not complete, the registration fee is not prorated and will be collected.*** This registration fee is non-refundable.
4. If you have not completed all 30 hours for the prior school year, your registration fee for the next school year will be increased an additional \$1000. This payment will be deducted from your FACTS account at the same time as your Registration fee. If unusual circumstances exist, please contact the principal.

Service Hours Reporting

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

Fundraising Program Commitment

Each family will participate in the scrip program at a level of \$2000 per year. *Scrip participation options are Nugget and escrip.com, or the purchase of gift cards such as Raleys, Safeway, Target, Arco, Starbucks, and many others available in the school office.* To learn more about this program, go to the fundraising tab on the school website. To bypass this \$2000 scrip commitment each family has the option to increase their Registration fee an additional \$200 to be deducted from their FACTS account.

Athletic Hours

A minimum of 3 hours per family at a "sports related job", specifically as noted (snack bar, tickets, or score board) is required for each season that a student participates on a team. No student/child may work or be at the snack bar/door table even if their parent is present. The maximum number of hours required is 9 hours per school year (1 sport in each season: fall, winter and spring) for each student participating in Athletics. Hours must be completed by an adult representing the family. Incomplete hours will be billed at \$50 per hour for a maximum fee of \$450 if all 9 hours are incomplete. If a family incurs a fee for incomplete Athletic hours the fee must be paid before the family can register at HSPS for the next school year.

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2019/2020 ENROLLMENT APPLICATION

DATE _____

Last Name Father Mother Child Birthdate

Address City Zip Code

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

Occupation _____

Email addresses

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

Current School Address Phone # Current Grade

Reason for transfer if applying for 1st-8th grade:

How did you hear about HSPS? _____
