



HOLY SPIRIT

PARISH SCHOOL

Important dates to remember for the 2020/21 school year

Present: TK & Kindergarten applications will be accepted December 1, 2019-January 31, 2020.

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

December 5, 2019: *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 26, 2020: 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, 2020: All TK & Kindergarten families will be notified of acceptance; students in grades 1-8 will be notified as openings occur.

March, 2020: Registration for those who have been notified of acceptance will be done online through FACTS, our tuition collection company and SchoolSpeak, our school communication system.

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, 2019-January 31, 2020. Available spaces will be determined and all TK & Kindergarten applicants will be notified of acceptance in February, 2020. Applicants for grades 1-8 will be notified as openings occur.
3. If you are an applicant for a TK or Kindergarten position, it would be helpful to attend our TK/Kindergarten Information Night on December 5, 2019 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 2020.
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!



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2020/2021 Tuition Rates and Registration Fees

Fees:

Non-refundable fees of \$475 per student for Registration in grades K-8 are required and are due by April 1, 2020. These fees include costs for textbooks, tech fees, school insurance, basic supplies, testing fees, diocesan assessments, yearbook, and FACTS and SCHOOLSPEAK fees. There is also a non-refundable Facilities Upgrade Fee of \$250/family/year due on July 1, 2020.

Please note: all families attending Holy Spirit Parish School will be using our online FACTS payment system for tuition and any other charges.

Tuition Rates for the 2020/2021 school year are:

	<u>Active Parishioner Rate</u>			<u>Standard Rate</u>	
	Annual	Monthly		Annual	Monthly
One Child	\$5,765.00	\$577.00	One Child	\$6,990.00	\$699.00
Two Children	\$10,401.00	\$1040.00	Two Children	\$12,905.00	\$1,291.00
Three Children	\$14,528.00	\$1453.00	Three Children	\$18,335.00	\$1,834.00
Fourth Child	\$16,028.00	\$1603.00	Fourth Child	\$20,335.00	\$2034.00

Please provide a letter or year-end contribution statement from your parish to confirm your active parishioner status.



HOLY SPIRIT PARISH SCHOOL

Extension Program Rates for 2020/2021

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

FULL TIME STUDENTS

1 child	(TK or Kindergarten)	\$220/month or \$1,980/year
1 child	(Grades 1-8)	\$205/month or \$1,845/year
2 children	(Grades 1-8)	\$295/month or \$2,655/year
2 children	(TK or K & 1-8)	\$320/month or \$2,880/year
2 children	(TK or Kindergarten)	\$325/month or \$2,925/year
3 children	(Grades 1-8)	\$380/month or \$3,420/year
3 children	(with 1 in TK or Kindergarten)	\$400/month or \$3,600/year
3 children	(with 2 in TK or Kindergarten)	\$400/month or \$3,600/year
4 children	(with 1 in TK or Kindergarten)	\$400/month or \$3,600/year

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

\$17.50 per hour \$8.75 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 \$7.50 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.

3920 West Land Park Drive, Sacramento, CA 95822

(916) 448-5663 Fax (916) 448-1465

www.hs-ps.com



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) 	NO
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) 	NO
SKIRTS (5-8) SKORTS (K-8) JUMPERS (K-5)	<ul style="list-style-type: none"> • Hamilton Plaid (box pleat) 	NO
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) 	NO

SHOES	<p style="text-align: center;">MUST BE</p> <ul style="list-style-type: none"> • Flat sole, closed and sturdy. • Low Top (nothing over ankle). • Tied, velcro fastened or buckled. • Remain tied at all times. 	<p style="text-align: center;">NO shoes that are:</p> <ul style="list-style-type: none"> • Fluorescent in color (including laces & piping) • Slip-on/Slippers of any kind • Boat shoes / Moccasins • Roller shoes • Boots, UGGs, High-tops
SWEATSHIRTS / OUTERWEAR	<ul style="list-style-type: none"> • 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. 	<p style="text-align: center;">NO</p> <p style="text-align: center;">Hoodie sweatshirts on formal day</p>
JEWELRY	<ul style="list-style-type: none"> • Wristwatch • Single, discreet gold or silver chain/necklace w/religious cross or medal • Small and safe post earrings for girls. 	<p style="text-align: center;">NO</p> <ul style="list-style-type: none"> • Hoops or dangling earrings • Pierced jewelry beyond one earring per ear • Flashy jewelry
HAIR UP/MAKEUP	<ul style="list-style-type: none"> • 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. 	<p style="text-align: center;">NO ●</p> <ul style="list-style-type: none"> • Distracting hairstyles or facial hair • Mohawks or shaved designs • Dyed or highlighted hair • Make-Up
PE UNIFORM (purchased only at school office)	<ul style="list-style-type: none"> • 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 immediately previous year Jogathon shirt . • Athletic, non-marking shoes must be worn. • PE shirts may be worn untucked. 	



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PARISH SCHOOL

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, with at least 15 of the hours in designated fundraisers.
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 by 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 a monthly subscription, Nugget and Benefit Mobile, 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 Scrip information tab on SchoolSpeak. To bypass this \$2000 scrip commitment each family has the option to increase their Registration fee by an additional \$200 to be deducted from their FACTS account.

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FAMILY INFORMATION

DATE _____

Last Name	Father	Mother	Child	Birthdate
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Address	City	Zip Code
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Home Phone	Father's Cell#	Mother's Cell #
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Father's Occupation _____ Mother's Occupation _____

Email addresses _____

Catholic or Non Cath?	Child baptized or other sacraments?	Parish registered with
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Current School	Address	Phone #	Current Grade
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Reason for transfer if applying for 1st-8th grade:

How did you hear about HSPS? _____

Grade applying for: _____ School Year: _____
Cum file requested _____ from _____
_____ Copy of baptismal cert. _____ Reconciliation _____ First Communion _____ Confirmation
_____ Copy of last report card _____ Standardized test scores