



HOLY SPIRIT

PARISH SCHOOL

HOW TO APPLY FOR ADMISSION

1. TK & Kindergarten applications will be accepted December 1, 2020-January 31, 2021 for the 2021/2022 school year. Available spaces will be determined and all TK & Kindergarten applicants will be notified of acceptance in February, 2021. Applicants for grades 1-8 will be placed on our waiting list and notified as openings occur.
2. Applications should be completed on the school website www.hs-ps.com. Applications are considered incomplete until all required documentation and an application fee of \$25 have been received. Applicants remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by phone or mail regarding acceptance.
3. For those who have been notified of acceptance, registration information will be sent to you by email in March 2021.
4. Registration for those who have been notified of acceptance will be done online through SchoolSpeak, our communication system, and FACTS, our tuition management company.
5. **Diocesan Policy:** All Payers of Tuition and/or Extended Day are required to enroll in a Payment Plan in FACTS.
6. FACTS Management is required per family or per each payer. If more than one method of payment or more than one bank account is used, separate FACTS enrollments must be made.

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

(Rates for 21/22 will be determined in March 2021)

Fees:

A non-refundable fee of \$475 per student for Registration is required and is due at Registration time in April, 2021. This fee helps offset the costs of instructional materials, 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 in July, 2021.

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

(Rates for 21/22 will be determined in March 2021)

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

FULL TIME STUDENTS ONLY for now due to Covid 19 protocols

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

ADDITIONAL INFORMATION

Extended day services are offered after school only for now due to Covid and ends at 5:30pm. A charge of \$7.50 per five minutes after 5:30pm and a charge of \$15.00 per five minutes after 6:00pm 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.

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



Uniform and Dress Code Policy

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

GENERAL POLICY AND UNIFORM REGULATIONS

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

ITEM	DESCRIPTION	RESTRICTIONS
FORMAL UNIFORM (for specified days: Mass at Church, other days as announced.)	<ul style="list-style-type: none"> • Short or long sleeved white collared shirt or blouse. • Regular uniform pants (with belt as described above), shorts, skirt, skorts or jumper. • Red or navy vest, blazer or sweater w/without school logo. • BOYS: Navy or Hamilton Plaid tie. • Socks and shoes as described below. 	<p>NO</p> <p>Sweatshirts</p>
SHIRTS/TOPS (Regular uniform)	<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. • Solid white undershirts only (optional). 	<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
SKIRTS (5-8) SKORTS (K-8) JUMPERS (K-5)	<ul style="list-style-type: none"> • Hamilton Plaid (box pleat) 	<p>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>NO</p> <ul style="list-style-type: none"> • Striped, argyle, checkered, multi-colored or other patterned socks. • Socks with words

Shoes	<p style="text-align: center;">MUST BE</p> <ul style="list-style-type: none"> • They must be solid colors (no stripes, striping, colored tabs) in the Hamilton plaid colors: red, black, navy, or white. • Flat sole, closed and sturdy. • Low Top (nothing over ankle). • Tied, velcro fastened or buckled. • Remain tied at all times. • Rain Boots- (See next section) 	<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 (except as noted in “Rain Boots”), UGGs, High-tops
Rain Boots	<p>Rain boots may be worn during rainy weather only.</p> <ul style="list-style-type: none"> • They must be solid colors (no stripes, striping, colored tabs) • In the Hamilton plaid colors: red, black, navy, or white. • If students wear rain boots on a PE day when it is raining, an extra pair of athletic shoes must be brought to change into for PE. 	
SWEATSHIRTS / OUTERWEAR	<ul style="list-style-type: none"> • Sweatshirt, navy or red, with school crest. No hooded sweatshirts. 	<p style="text-align: center;">NO</p> <p style="text-align: center;">Hooded sweatshirts</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 • Nail polish except clear
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 Uniform days). • School PE shirt or current or immediately previous year Jogathon shirt. • Red shorts (No shorter than 3” above knee) • Solid red or navy sweatpants. • Athletic, non-marking shoes must be worn. • Socks as described above. • PE shirts may be worn untucked. 	<p style="text-align: center;">NO</p> <p style="text-align: center;">Hooded sweatshirts</p>



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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, 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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2021/2022 Application

DATE _____

Last Name Father Mother Child Birthdate

Address City Zip Code

Home Phone Father's Cell# Mother's Cell #

Father's Occupation _____ Mother's Occupation _____

Father's email address Mother's email address

Catholic or Non Cath? Child baptized or other sacraments? Parish registered with

Current School Address Phone # Current Grade

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

How did you hear about HSPS? _____

Applications are considered incomplete until a copy of birth certificate, baptismal certificate, complete immunization record and an application fee of \$25/child have been received.

Grade applying for: _____ School Year: _____ \$25 Application fee paid _____

Cum file requested _____ from _____

_____ Copy of baptismal cert. _____ Reconciliation _____ First Communion _____ Confirmation

_____ Copy of last report card (for 1st-8th gr.) _____ Standardized test scores