

ST. DIDACUS SCHOOL

2018-2019

NEW STUDENT APPLICATION GENERAL INFORMATION & REQUIREMENTS



Application Process

- Completion of Application
- Payment of Application Fee
- Interview with Principal and/or Pastor
- Entrance Exam

Criteria for Acceptance

- Completion of Application Process
- Registered Parishioner
- Priority to Siblings Currently Enrolled
- Full Payment of Registration Fees

ADMISSION / ACCEPTANCE into the St. Didacus School community is based on a two-fold process:

A. STUDENT

- 1) Successful completion of screening / interview (new students only, preschool through grade 8).
- 2) New students will require a letter of recommendation, most recent report card & state test scores.
- 3) Willingness to comply with / conform to school standards & regulations.
- 4) Ability to thrive & perform in a Catholic environment which fosters the gospel message, a sense of community, & devotion to service, school, parish, family & self.

B. PARENT

- 1) Registered in the parish and practicing their faith to the best of their ability. Sunday envelopes provide a record of contributions. More importantly, it shows a record of Mass attendance. The amount of money placed in the Sunday envelope is not the issue. Attendance matters because it makes certain that our school families support the philosophy and purpose of sending their children to Catholic school. Attending Sunday mass sends a very powerful message to children and the community.
- 2) In order for your child / children to begin school in a timely manner on the first day, all required **Immunization, Sacramental, and Emergency Information** must be complete, accurate, and turned in to the school office by the stated due date. ***Under no circumstances will students with missing or incomplete required paper work be permitted into the classroom on the first day of school.***
- 3) Support of all sacramental programs (i.e. all required sacramental meetings, etc.).
- 4) Agreement to make tuition payments on the 1st, no later than the 15th, of each month. Payments made after the 15th are subject to a \$25.00 late fee.
- 5) Willingness to support the church, school, and its administration / faculty in their ministry of instilling Catholic values of religious, intellectual, psychological, sociological, physical and cultural goals as stated in the philosophy of St. Didacus School.
- 6) Support of ALL School, Parent Organization (mandatory /or not), and Parish events and activities when called upon to the best of their ability / availability.
- 7) Agreement to go on-line, read & comply with the Parent / Student Handbook, and to return the signed compliance form, as requested.

PLEASE NOTE: It is not general policy to grant admission to students who have not completed New Student Registration procedures in the spring unless approved by the Principal and/or Pastor.

NON-DISCRIMINATION POLICY

Under no circumstances will registration fees be refunded after acceptance has been granted. Final acceptance in all instances is determined by the pastor. This elementary school admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs, & activities generally accorded or made available to students of the school. The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools. While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs. In keeping with the policy of affordable Catholic education, families facing a legitimate financial hardship should request an appointment with the principal. Forms for financial aid from the Catholic Education Foundation are available in February of the preceding school year.

TUITION - Payments are made in 10 or 11 monthly installments, beginning in September and concluding in June or July. A Tuition Agreement must be signed and turned into the business office.

Financial Aid Information - Our parish and school are fully committed to helping families realize a Catholic education for their children. As such, we invite all interested families to complete the financial assistance form and provide supporting income verification. New families who are interested in tuition assistance should also complete the registration form with the financial assistance application. Both applications are available in the school office. All forms must be returned to the school office as soon as possible. Families are also welcome to make an appointment with the principal, Ms. Gonzales, and/or Fr. Robert Garon, the Pastor, regarding parish school financial assistance. For more information on tuition assistance, please call the school office at 818-367-5886.

Financial Aid Requirements - Families who are currently receiving or who wish to receive financial assistance for the following school year, must first apply for the Catholic Education Foundation (CEF) grant for each child enrolling at St. Didacus School. Depending on each family's level of financial need, the school may provide more financial assistance beyond the CEF award. In many cases, the only financial aid that will be given is the CEF award, which is typically \$1,000 per awarded student. Families who do not apply for the CEF award will not be granted financial aid through the school unless they are facing a legitimate financial hardship. These families should request an appointment with the principal or pastor.

\$500-A-MONTH DRAWING - Each family is responsible for two \$10.00 books (per month) of \$500-A-Month Drawing tickets, (September through June). This fundraiser must be paid in full by October 1st, 2018.

SERVICE HOURS - Every school family is required to perform 30 hours of service per school year. (25 of hours for St. Didacus School and 5 for St. Didacus Parish). See Registration and Tuition Schedule for more information.

REQUIRED PARENT PARTICIPATION - The following activities are required:

- 1) Participation & support (financial and / or attendance, as indicated) of major fundraisers (i.e. Candy Sale, Jog-a-thon, Parent Board Fundraiser, etc., subject to change, not to exceed 4 major fundraisers each school year). Please note, families will be assessed a fee for non-participation in fundraisers.
- 2) Attendance is required at General Parent Meetings, Parent Conferences, Back to School Night & Open House.

YARD DUTY / MANDATORY - Every school family (*preschool exempt*) is responsible for one consecutive week of lunchtime yard supervision. Upon acceptance, families will be required to sign up for one week of consecutive yard duty. Yard Duty does NOT apply to service hour credit.

NEW PARENT ORIENTATION - Those families newly accepted to St. Didacus School MUST attend the **New Parent Orientation**. (*Date to be advised*)

UNIFORM items available only from: **Gloria's Uniforms (Plaza Posada) 23540 Lyons Ave., Newhall, CA 91321**
Tel: (661) 222-2204



FOR OFFICE USE ONLY: Family # _____

2018 – 2019 NEW STUDENT REGISTRATION FORM

STUDENT NAME(S) _____ **GRADE (SEPT. '18)** _____

_____ **GRADE (SEPT. '18)** _____

_____ **GRADE (SEPT. '18)** _____

I HAVE READ THE ENTIRE REGISTRATION AGREEMENT FOR ST. DIDACUS SCHOOL / PRESCHOOL AND AGREE TO COMPLY WITH STATED REQUIREMENTS. I UNDERSTAND THAT NON-COMPLIANCE IN ANY AREA COULD, AND PROBABLY WILL, RESULT IN MY CHILD / CHILDREN BEING ASKED TO WITHDRAW FROM ST. DIDACUS SCHOOL / PRESCHOOL.

FAMILY NAME _____ **HOME PHONE** _____
(Last Name) (Parent first names)

CELL PHONE _____

ADDRESS _____

EMAIL: _____

DATE _____

PARENT/GUARDIAN SIGNATURE

FOR OFFICE USE ONLY: Documents Received / Fees Collected

St. Didacus Parish Envelope # _____

- | | |
|---|--|
| _____ Baptism / Birth Certificate | _____ Current Standardized Testing Results |
| _____ Communion Certificate | _____ Transcript Release Form |
| _____ Immunization Records | _____ CA Dept. of Social Services (Pre-K) |
| _____ Report Card from school currently attending | _____ Questionnaire (Pre-K / Kinder) |

Non Refundable Application Fee (\$25.00) \$ _____ CK # _____ Cash _____ CC _____ Date Pd.: _____

After Acceptance Non Refundable Registration \$ _____ CK # _____ Cash _____ CC _____ Date Pd.: _____

Payment Plan Option 11 Month \$ _____ 10 Month \$ _____ Year \$ _____ Date Pd.: _____

_____ Accepted _____ Not Accepted _____ Notified
FOR OFFICE USE ONLY

ST. DIDACUS PRESCHOOL GENERAL INFORMATION

PHILOSOPHY STATEMENT

Our Preschool program provides a safe and caring environment that is developmentally appropriate for all children in the program.

ST. DIDACUS PRESCHOOL RULES OF DISCIPLINE

1. Positive reinforcement will be used to guide the children's behavior.
2. Negative behavior will be channeled into positive behavior.
3. Continued negative behavior will result in time away from activities, in teacher's close proximity, called "time-out"; not to exceed the number of minutes the child is years old. Conflict resolution techniques will accompany this consequence.
4. Patterns of misbehavior will be handled with a parent conference. Parents and school will work together to guide child in appropriate behavior.
5. All stages of discipline will be carried out in a firm, loving manner. The goal of discipline is to teach the child self control, thus giving him / her the ability to exist happily with his / her environment. CORPORAL punishment will NEVER be used.
6. Patterns of misbehavior may indicate a lack of readiness for a Pre-K program. Severe emotional or behavioral problems which endanger other students, or which take away excessive time from the teacher's ability to instruct the entire class, may result in a student's dismissal; after consultation with the director, principal, and pastor a student may be asked to leave or repeat the year (next school year).
7. Students may be dismissed due to lack of parental support of school policies (as described in the Parent Handbook).

AGES OF CHILDREN

4 Year Old Class: The child must be 4 years of age on or before September 1, 2018.

3 Year Old Class: The child must be 3 years of age on or before September 1, 2018.

SNACK

Snacks will be provided twice daily. Students must bring their own lunch and adhere to all food regulations/restrictions. i.e. NO Peanuts

PARENT VISITATION RIGHT

Parents, as primary educators of their children, are encouraged to actively participate in the educational growth of their children. Volunteer participation or parental observations are always welcome. However, to ensure the safety of all the children, parents are asked to call first and / or check in with the office for the proper visitor pass. Parents must be Virtus trained in order to volunteer in the classroom.

SIGN-IN / SIGN-OUT PROCEDURES

Daily sign-in and sign-out of the child is required. Students will not be released to anyone not listed on the emergency card. When picking up a child, a picture ID card must be shown by the person listed on the emergency card.