



St. Patrick School

Academic Excellence, Christian Values

St. Patrick Pre-Kindergarten (Ko)

2016 – 2017





St. Patrick School

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St. Patrick Pre-Kindergarten (Ko) Program Enrollment Packet for 2016-2017 School Year

Dear Parents,

Thank you for choosing Saint Patrick School. We are delighted that you are interested in joining our school family. If you have any questions please do not hesitate to call the school office at 617-427-3881.

Sincerely,

The Faculty & Staff of Saint Patrick School

Tuition \$5200 per school year

Registration Fee: \$50.00

Age Requirement:

Child must be 3 years old on or before August 31, 2016.

* There is a **\$600 deposit** required to hold your child's seat (Due by June). The balance of \$4,600 is divided into 8 monthly payments (September-April).

Please Note:

- Students enrolled in the Ko program classes **MUST** be toilet trained before the first day of school.
- The registration fee is non-refundable and it is in addition to and not a part of regular monthly tuition.

To begin the registration process for your child, please complete the enrollment application and return it to the school office as soon as possible.

If you have any questions as you review the registration information, contact Ms. Lanata, School Principal, or Mrs. Clegg, Tuition Manager, Monday through Friday, at 617-427-3881 or via e-mail at mlanata@stpatsroxbury.org or sclegg@stpatsroxbury.org.



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St. Patrick Pre-Kindergarten (K0) Program 2016-2017 School Year

Important Information & Policies

Section 1: Admission and Age Requirement

Section 2: Mission and History

Section 3: Philosophy

Section 4: Application and Registration

Section 5: Tuition

Section 6: Potty Training Policy

Section 7: School Uniform



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Section 1: Admission and Age Requirement

Admission is open to all children without regard to race, color, or religious affiliation. Since we are a Catholic Parish School, we will ask that all children participate in daily prayer and attend Masses with the school.

Admission age and policy for class placement:

Children must be 3 years old on or before August 31.

As with all new students, any child applying to Pre-K will be subject to an Entrance Evaluation given by the classroom teacher.

Section 2: Mission and History

Saint Patrick School is committed to serving generations of students and families, providing Catholic Doctrine, Christian values and a strong academic curriculum in a nurturing and peaceful environment. Saint Patrick School continues to teach the values of truth, morality, and spirituality to a richly diverse population.

It was in September, 1887 that seven Sisters of Charity came to Saint Patrick School at the invitation of Father Joseph H. Gallagher. Their students came from a predominantly Irish Catholic Parish Community. From 1960 to the present, an influx of newcomers from Cape Verde, Haiti, Africa, Puerto Rico, Central and South American, and the West Indies, have created a rich cultural fabric.

Today, our student body is representative of 16 different countries, 9 languages, and 8 different religions. Our students come mostly from the areas of Roxbury, Dorchester, Mattapan, Jamaica Plain, Hyde Park, and Roslindale.

We cherish our Catholic identity as it stems from a strong commitment of the Church that has traditionally placed the education of youth as high priority. We believe that education should enable and ennoble at the same time. We are committed to academic excellence and to Christian values.

We provide the strong moral, social, and academic foundation needed for success on the secondary level and beyond. We aim to provide a safe, peaceful, happy learning environment for children from Pre-K to grade 8.

As dedicated, qualified, and faith-filled faculty carry on the tradition of welcoming new students and sharing their Christian values and knowledge as well as gleaning from the richness of the students' cultures.

131 Mount Pleasant Avenue ♦ Roxbury, MA 02119 ♦ 617-427-3881
www.saintpatsroxbury.org ♦ ♦ sclegg@stpatsroxbury.org (Admin. Asst. / Tuition Manager)



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Section 3: Philosophy

As a Catholic School, our priority is to provide a quality education that includes:

The development of the whole person:

- Spiritual
- Intellectual
- Social
- Emotional
- Psychological

We believe that cooperation is the hallmark of Saint Patrick School and everyone who is a part of the school community contributes to the cooperative effort of:

- Education
- Fund-raising
- Volunteering
- Faith-Sharing

The standard life in the school community includes:

- Christian moral virtues of loving concern and respect for others
- Mutual Trust
- Non-Violence
- Service to those in need
- Justice toward all



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Section 4: Application and Registration

We are excited to be able to offer our parents, church members, staff, and prospective new students a fair, nonbiased enrollment process. Our goal is to provide a safe learning environment within our school, church and community, and to give every prospective applicant, equality in the enrollment process.

Completed applications are due as soon as possible.

Applications can be picked up at the school's office Monday through Friday. Upon acceptance a letter of intent will be presented to you. This serves as your enrollment confirmation. A deposit of \$600 is required to hold your child's seat.

Section 5: Tuition

- The balance of tuition after the initial \$600 deposit is divided into 8 monthly payments for the school year (September through April).
- Tuition is due the first week of each month and is considered late after the 15th of each month.
- A statement will go in your child's communication folder each month. Please make checks payable to **St. Patrick School**
- *Tuition payments are separate from the registration fee.* Tuition assistance for the preschool program is available on a limited basis through FACTS Grant & Aid Tuition Assistance. Please contact the school at 617-427-3881 for further details.



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Section 6: Potty Training Policy

Students enrolled in the Pre-K class **MUST be toilet trained before the first day of school.**

Section 7: School Uniform Policy

The uniform policy for all the Pre-Kindergarten students will be as follows:

- Navy blue Sweatpants (elastic waist)
- St. Patrick School navy blue T-shirt (either short or long sleeves)
- St. Patrick School navy blue Sweatshirt
- Sneakers with **Velcro closure required** for all Pre-K students (no exceptions!)



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Pre-K Registration Form Check List 2016 - 2017

Today's Date _____

Name of Student: _____

Boy _____ Girl _____

Student's date of birth: _____

The following documentations have been submitted:

____ Birth Certificate

____ Health Records (Current Physical and Immunization Records)

____ \$50 Registration fee (per family) [non-refundable]

____ IEP Plan [Individual Educational Plan] (if necessary)

____ Copy of court documents granting custody to Guardian (if necessary)

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(Office Use Only)

Entrance Evaluation Date: _____ **Evaluated By:** _____

Registration Fee: _____ **Accepted: Yes No Deposit Paid:** _____



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2016 - 2017 Pre-Kindergarten Registration Form

Child's Name: _____ Grade: **K-0** Boy _____ Girl _____

Address: _____ Apt. # _____

City: _____ Zip Code: _____

Date of Birth: _____ Place of Birth _____

Name of school last attended: _____

Does child have an IEP (*Individual Educational Plan*)? _____

If yes, a copy of the IEP must be presented before a decision is made.

Mother's Name: _____ Mother's Birthplace _____

Mother's Address _____ Cell #: _____

Mother's Work#: _____ E-mail: _____

Father's Name: _____ Father's Birthplace _____

Father's Address _____ Cell# _____

Father's Work # _____ E-mail: _____

Circle One: Black - Cape Verdean - Haitian - West Indian - African - Asian - Hispanic Black - Hispanic White - Native American - White - Other _____

+++++

Child's Religion _____ Date & Place of Baptism _____

(Catholic students only)

Mother's Religion _____ Father's Religion _____

Name of Church/Parish _____

Address of Church: _____

+++++

If you are NOT the Parent, but the child's Guardian, please fill in the information below:

Do you have legal custody of the child? _____ If YES, a court document must be presented.

Guardian's Name: _____

Address _____



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Agreement between Parents and Saint Patrick School

In registering my child for Saint Patrick School, I understand and agree to the following:

1. Saint Patrick School is a Catholic School and the beliefs and moral teachings of the Catholic Church are reflected in all studies.

Saint Patrick School admits children of all faiths; however, all students are expected to participate in daily Religion classes as well as class and school liturgies and prayer services. The entire student body participates in monthly school Masses as well as various prayer services and celebrations of the Sacrament of Reconciliation throughout the school year.

2. Saint Patrick School is not provided with any public money to pay for its operations. Parents must make regular tuition payments and must pay for school supplies which the students need both at home and at school. (pencils, notebooks, etc.)
3. In order to meet operating budget, and keep tuition costs as low as possible, parents must support Fall and Spring Fundraising events by selling at least two [2] Chance Books for each event or donating the corresponding cost of the four [4] Chance Books (\$40).
4. Parents must see to it that students come dressed in the school uniform each day.
Uniform information has been provided in this Enrollment Packet.
5. The school day at Saint Patrick's is 7:30 a.m. to 2:20 p.m. Information regarding the Before and After School Programs will be given out the first week of school.
6. Saint Patrick School has a breakfast and a hot lunch program available through Federal funding. Parents must complete an eligibility form to see if they qualify for a free/reduced price.
7. Students coming to Saint Patrick School must obtain their own transportation. None is provided by the school. You may contact the Boston Public School Transportation Department at 617-635-9520 to see if transportation can be provided for your child/children.
8. No new students may be accepted to Saint Patrick School without a copy of a completed and most current Health Record.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Name of Child

Grade



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Statement for Choice of a Catholic School

At Saint Patrick School, we believe that:

Parents are the primary educators of their children. As a Catholic School we ask Parents to help us with the faith formation of their child/children. We encourage all families to attend weekly Mass/Religious Services and to practice Christian values in the home.

Why have you decided to choose a Catholic School education for your child?

How did you hear about St. Patrick School?

If someone referred you, please list the family name below:

Are you interested in learning about the Catholic Faith? _____

_____ Name of Child	_____ Grade
_____ Name of Parent/Guardian	_____ Telephone Number



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Tell us about your child:

Is the child adopted? Yes ___ No ___

Birth History:

Any unusual circumstances for pregnancy or delivery?

Developmental History:

Walked alone at what age: _____

Talked at what age: _____

Toilet trained at what age: _____

Early Intervention Involvement? If any:

Behavioral Characteristics: (check all that apply)

General temperament:

___ shy ___ confident ___ active ___ passive ___ aggressive ___ other _____

Does he/she become angry easily? Yes ___ No ___

How does he/she express feelings?

What kind of discipline (if any) is used?

Child's reaction to discipline:



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Tell us about your child (cont.):

Areas of Concern:

Daily Routine:

Wakes: _____ o'clock Sleeps: _____ hours at Night Naps: _____ hours per day

Other day care / playgroup / school experiences?

Likes:

Favorite Foods: _____

Favorite Games / Activities / Toys: _____

Dislikes:

Particular fears? _____

What comforts your child?: _____

Family History:

(check all that apply)

Student lives with _____ Father _____ Mother _____ Stepfather _____ Stepmother

_____ Other _____ (relationship)



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Family History (cont.):

Child's Parents are: Residing together Divorced Separated
 Father Deceased Mother Deceased

Special comment (custody)

Are there other children in the family? Yes No If yes, how many? _____

Are there other adults in the household? Yes No If yes, how many? _____

Has the family moved frequently? Yes No Recently? Yes No

Are there any unusual situations in your family life that might affect your child in some way?

Has your child attended a preschool program in the past?

No Yes . If yes, where and how long?

We love for our parents to be involved in the school. If you would like to volunteer in any of the capacities below, please check and we'll contact you at the beginning of the school year with more information. Please note all volunteers are required to pass a **CORI and SORI** before volunteering or chaperoning.



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St. Patrick Preschool Emergency Information

Pediatrician _____

Address _____

Phone _____

Dentist _____ Phone _____

Health Insurance Company _____

Policy # _____

Other emergency contacts, when Guardian cannot be reached:
(close friend, neighbor, relative)

1. *Name* _____ *Relationship* _____

Cell Phone: _____ *Work Phone:* _____

2. *Name* _____ *Relationship* _____

Cell Phone: _____ *Work Phone:* _____

3. *Name* _____ *Relationship* _____

Cell Phone: _____ *Work Phone:* _____

Authorization and Medical Release

This is to certify that my above named son/daughter has my permission to participate in classes held at St. Patrick School, 131 Mt. Pleasant Ave, Roxbury, MA 02119. Understanding that all due care for the health and safety of all students will be exercised, I will not hold teachers, administration nor the church of location, nor any of its supervisors responsible for any accident or illness that may occur. I also hereby empower the adult leaders of this school to secure the services of properly qualified medical personnel and to authorize the performance of any necessary medical or surgical procedure in the event of an accident or illness, with the understanding that every effort will be made to contact me before such action is taken. I also will assume all financial and legal responsibility involved.

Parent/Guardian Signature

Parent/Guardian Name (print)



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Please place your child's picture below

THIS SECTION MUST BE SIGNED BY PARENT/GUARDIAN TO COMPLETE APPLICATION

By signing below, I verify that I have received, read, and agree to the information contained in the St. Patrick Preschool Enrollment Packet.

Parent/Guardian

Date



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Tuition Schedule for Pre-Kindergarten (K0)

2016 - 2017

** Please note that the Family Plan only applies to students in Grades 1-8*

D. Payment Schedule for Pre-K (3 year old) Program

June 1, 2016 (Deposit)	\$600
September 1, 2016	\$600
October 3, 2016	\$600
November 1, 2016	\$600
December 1, 2016	\$600
January 2, 2017	\$600
February 1, 2017	\$600
March 1, 2017	\$500
April 3, 2017	<u>\$500</u>
	\$5,200

****Payments are due the 1st week of each month**



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Tuition Policy 2016-2017

- I. **Family Plan** for students in **grades 1-8**. Pre-K, K1 & K2 **are not eligible** (see below)

1 child	\$3,550
2 children	\$5,350
3 children	\$6,725
4 children	\$8,100

(To be eligible for the family plan, the students have to have 1 legally responsible adult or parent who bears the financial and emotional responsibility for the children. There can be no exceptions.)

- II. **KINDERGARTEN STUDENTS (Pre-K, K1 and K2):**

Pre-K, K1 & K2 students can **not be considered in the family plan**. Each K1 or K2 student's tuition is separate. The Pre-K, K1 and K2 classrooms have a Teacher's Aide which is why the cost is more.

Pre-K	\$5,200		
K1 & K2	\$4,100	2 children	\$6,100

- III. The \$10.00 fee per student, which we pay to the Archdiocesan School Office, **is included in your tuition cost** as well as all books and general supplies.

- IV. Tuition is based on the yearly cost of the school, not on a month to month basis of a student's attendance. Thus the *Refund Policy* (below) is fair to both the school's annual operating cost and a student who may choose or have to leave before the end of the school year.

Tuition does not cover the total expense of the school. We receive over \$300,000 from generous benefactors that help keep our tuition low.

- V. The cost to operate our school in school year 2015/2016 (our last available figures) was \$1,600,000. With 160 students, it averaged out to about \$10,000 per student, far above the cost of your tuition.

(over)



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Returned Checks and Refund Policy

Returned Checks: Families whose tuition check is returned for any reason, **will be charged an additional \$30 for each returned check.** If more than one check is returned over the course of the year, the Tuition Office will only accept cash or money orders for all future payments.

Refunds: In the unusual event that a parent/guardian has to take a child out of St. Patrick's before the end of the year, the Tuition Refund Policy is as follows:

- **\$200 of the deposit per student is non-refundable**
- If a student leaves before the opening of school, all money is returned minus the \$200 non-refundable portion of the deposit.
- If a student leaves **before December 31, 2016**, the tuition due will be **\$500 for every month or part of a month** that the student was enrolled in St. Patrick's.
- For families with more than one child the full tuitions will be pro-rated.
- **After December 31, 2016, the entire year's tuition amount must be paid. NO refunds will apply.**

Each year the tuition is determined by balancing the cost of operating the school against projected income. Included in income, is all tuition, fund raising projects, rent, school tax levied on non-school parishes, donations from generous benefactors, monies raised by our School Advisory Board, the Catholic School Foundation, and the Archdiocese of Boston.

Everyone is expected to follow the Tuition Schedule (attached). If you want to make an alternative payment schedule, you may do so **only after the entire first payment has been paid.** Please call the School Office at 617-427-3881 to make special arrangements with Mrs. Shamim Clegg.

Receipts will be issued. If you have any questions you may visit or call the school office at 617-427-3881 on school days from 7:30 a.m. to 3:00 p.m.

IMPORTANT: Please make sure that your child's/children's name(s) and grade(s) are written on your checks to make sure that your account is properly credited. If you send cash, please make sure it is in a sealed envelope with your child's/children's name(s) and grade(s) printed clearly on the front of the envelope.