

Holy Family Catholic School

Faith · Values · Quality Education

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Sr. Florence Ann Marino, IHM
Principal

Holy Family Catholic School

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Information and Admissions Guide

Pre-K (2, 3 & 4 year olds)
Through Eighth Grade



Dear Parents and Guardians:
Thank you for considering Holy Family Catholic School for your child’s education. I am confident that after reading about and visiting our school; you will choose Holy Family and become an active partner in the formal education of your child. I’m sure this brochure will be helpful in giving you the necessary information to make an informed decision. Allow me to share with you the introduction included in our School Handbook:

“The school’s purpose is to provide quality Catholic education in an atmosphere where each person is important and learning is specifically geared to the needs of the student as an individual and as a member of the group. Our goal is to help each child reach his/her potential in all areas of development.

As a community of faith, Holy Family Catholic School seeks to involve parents, students, teachers, priests, and administrators in the educational program. The Christian atmosphere of the school lends itself to the total development of the child. Since Catholic education is an expression of the mission entrusted to the full Church membership, we strive to give witness to Christian values through example, commitment, and service. In partnership with the parents and the Church, Holy Family Catholic School exists to enable persons to hear the message of hope contained in the Gospel, to base their love and service of God upon this message, to achieve a vital personal relationship with Christ, and to share the Gospel’s realistic view of the human condition.

The HOME and SCHOOL will determine America’s future. The child becomes largely what he or she is taught; hence, we must be aware of what we teach the child and how we live before the child. Because parents are the primary educators of their children, the development of good behavior habits and proper attitudes toward faith and school begins at home.

For the student to achieve his/her highest potential, it is necessary that both home and school endeavor to cooperate and to act as one to unify the child’s life. When there is an understanding between the school and the home, when expectations are mutually honored and respected, there develops in the child’s mind a sense of security which is the basis of all natural and supernatural growth.”

The goal is that by working together, we will strive to make Holy Family Catholic School an academically outstanding place for growth and a community of faith.
How fortunate we are here at Holy Family. We have an excellent academic program, and we are blessed with faith-filled caring, professional people who strive to give your children a quality education in a Catholic environment. This is the true mission of a Catholic School. If you want your children to be in this environment, then you as parents must be willing to accept the challenges - personal and financial. Only by working together – teachers, parents, students, administrators, and priests – can we prepare our children for the future.
If you have any questions or concerns, please don’t hesitate to contact me.

Sincerely,

Sister Florence Ann Marino, IHM
Principal

Fees –

Registration Fee (non-refundable):
Registration fee is per student and is due at the time of registration.
Fee includes administration, insurance, testing, technology, media, book fee and Home and School Assoc. dues and School Alert Program.

Fees do not include lunch, supplies, uniforms, field trips, or the classroom activity fee.
Tuition: There are two levels of tuition: 1) Holy Family Parish Tuition Rate **
2) Other

See the separate sheet for all fees from PreK 2 – Grade 8; also Extended Day fees.

****** The way most families will receive the parish tuition rate is by submitting a verified Parishioner Tuition Rate Card. To receive this card families must, be registered at Holy Family Parish, have made a pledge on the parish pledge card, be fulfilling their pledge using parish envelopes, and be attending Mass regularly. Participation will be reviewed at the time of registration, before school begins in August and at the end of December. If this reveals your family is not supporting the Parish as outlined, please be advised that there will be an adjustment to your tuition plan to place you in the **‘Other’** status, and you could be charged the higher tuition rate.

Early Childhood Center and Holy Family School:
To receive the parish rate of tuition, families must furnish the principal at a date determined by the principal one of the following:

- A fully completed and verified Parishioner Tuition Rate Card
- **(Holy Family Catholic School)** Families from other parishes: a letter from their pastor indicating a willingness to subsidize the difference between parishioner and other tuition is required
- **(Early Childhood Center)** Families who are not members of Holy Family Parish: a letter from their pastor stating that they are participating members of another Catholic parish is required.

Tuition Payment Plan
There are three methods of payment:

- Full payment by July 10th, with a 3% discount.
- Two equal payments - the first payment due by July 10th and the second by December 10th with a 1% discount with each payment.

(those paying tuition by credit card do not receive the discount)

- Monthly payments through SMART Tuition Management Service Program (automatic deduction from your bank account).
SMART offers two options: 10 monthly payments (July through April), or 11 monthly payments (July through May).
A SMART application form must be submitted to the school within the required time frame.

Financial Assistance
Financial assistance for **Registered, supporting, contributing members of Holy Family Parish** is available:

If your family has a need for financial assistance, you are encouraged to apply for this confidential assistance.
The school uses FACTS Management, a company that specializes in this area, for both the Catholic School Tuition Assistance Grant (CSTAG) and any other financial assistance available.

The Grant and Aid applications from FACTS are available in Spanish as well as English and have a Spring deadline for applying.

Admissions Policy

Holy Family Catholic School is a parish school; therefore, registered, supporting, contributing members of the parish are accepted first. However, no child shall be denied entrance on the grounds of race, color, national, or ethnic origin, if space is available.

Application Procedures and Requirements

Age requirements for admission are established by the Florida Catholic Conference, which accredits our school, and are in compliance with the State of Florida regulations. Entering PreK through Kindergarten: must be three (3), four (4), or five (5) years old on or before September 1 of the year of entrance; entering First Grade: must be six (6) years old on or before September 1, and must have attended and satisfactorily completed Kindergarten.

All applications must include:

- Birth certificate (for PreK and Kindergarten);
- Baptismal certificate (if Catholic and not baptized at Holy Family);
- Copy of most recent report card and achievement test scores (if applicable);
- Copy of any special educational or medical testing results and/or doctor’s reports;
- Parish Verification

In the case of students whose parents’ marriage has ended in divorce, the names and addresses of both birth/adoptive parents should appear in the student’s file. A true copy of the Order of Dissolution, as well as any subsequent modifications of the Order, should be on file (Diocesan Policy #5124.2).

NOTE: Prior to the first day of school, current physical examination and immunization records must be filed in the school office.

Admission Criteria

Upon receipt of application materials, the teaching and pastoral staff will consider admission based on the following criteria:

- A. Parish Membership**
1. Registered, have made a pledge on the parish pledge card, be fulfilling their stewardship pledge using parish envelopes, and be attending Mass regularly. Attendance is verified through contact with the priests or the use of envelopes or check. Once the family qualifies, the applicants will be accepted in the following order:
 - Students with siblings in the school;
 - Students whose parents are alumni of Holy Family Catholic School;
 - Students who attended the Holy Family Early Childhood Program who can submit a verified Parishioner Tuition Rate Card (see information under “Fees”)
 - Students of families in the parish who can present a verified Parishioner Tuition Rate Card – admission or placement on a waiting list will be determined by the number of years the family is a registered/supporting member of Holy Family Parish. Families who have recently moved into Holy Family Parish, and are able to present a letter of participation from the pastor of their previous parish, may be given “credit of years” consideration;
 2. Registered (non-contributing) parishioner;
 3. Non-registered Catholic;
 4. Families who attended Holy Family Early Childhood Program, but are not registered, supporting members of Holy Family Parish
 5. Non-Catholic.
- B. Academic/Social Performance**
- Admission to grades One through Eight will also be based on the following:
1. The student’s academic and school conduct record (most recent report card/evaluation and standardized test scores);
 2. A scheduled interview between the school administrator and the student accompanied by at least one parent;
 3. acceptable references from the previous school;
 4. Parent interview with the administrator;
 5. A required placement test that is administered to incoming students in grades 1 through 8.

NOTE: All new students will be accepted on a probationary basis for a twelve-week period; if warranted, probation could be extended. The purpose of this policy is to ascertain a pupil’s ability to adjust to the school philosophy and program. For students with special educational needs, Holy Family Catholic School may only provide an appropriate environment for those students with mild learning deficits.

Mission Statement

With Jesus, Mary and Joseph as our models, Holy Family Parish Catholic School prepares students for roles in the church, home, civic and global communities by educating them in their Catholic faith and in those skills necessary to foster academic excellence.

Belief Statements

Our beliefs:

- The education of students is a home, school, parish and community partnership.
- Children grow optimally in an environment of safety and love.
- Students’ spiritual, intellectual, social, and physical gifts are to be developed in the school community.
- The various learning styles of students are best met by using a variety of teaching methods.
- Students are to be educated in the skills needed to be critical thinkers and life-long learners.

Goals and Objectives

The following goals and objectives for Holy Family Catholic School have been developed to accomplish its mission and implement its philosophy. Understanding the need to educate the whole child, Holy Family’s program addresses the spiritual, academic, psychological, social, and physical dimensions of a student’s education.

Spiritual

- To develop knowledge of the traditions, forms of worship, and the doctrinal and moral teachings of the Roman Catholic Church.
- To develop a lived faith through experiences in liturgy, sacraments, personal prayer, and service.
- To demonstrate Christian values in daily life choices.
- To respect, value, and affirm the gift of all creation and the dignity of each individual.

Academic

- To develop a solid foundation in the basic skills.
- To develop creativity, decision making, and critical thinking.
- To instill a desire for knowledge and the technical and academic skills needed to access knowledge as a life-long learner.
- To develop an awareness and appreciation of the diversity of the world’s people.

Physical

- To promote respect for one’s body.
- To provide information and programs which stress importance of fitness and health.
- To develop knowledge and awareness of those issues and practices which are threats to physical well being.
- Psychological
- To promote a healthy self-concept in each student.
- To encourage a humble awareness of personal gifts, talents, and limitations.
- To develop a sense of self-discipline and responsibility toward work and behavior.
- To develop skills and provide resources that enable students to address their individual needs.

Social

- To develop well-adjusted students who relate appropriately in a variety of situations and relationships.
- To exhibit a collaborative, cooperative spirit in working with others.
- To develop skills in resolving conflicts peacefully.
- To provide opportunities for student leadership.
- To instill an awareness of each student’s role and responsibility as a member of his/her various communities.

School Information

Accreditation: Holy Family Catholic School is a member of the National Catholic Education Association (NCEA) and is accredited by the Florida Catholic Conference (FCC). The Department of Education of the State of Florida certifies the teachers.

Spiritual Life Program: Religious education at Holy Family Catholic School is directed toward enabling the student’s faith to “become living, conscious, and active through the light of instruction.” (To Teach As Jesus Did) Catholic doctrine is taught, and the program reflects Catholic teaching as expressed in official Church documents. The program seeks to proclaim and teach God’s work in an atmosphere that promotes the faithful acceptance of it and the responsibilities it imposes.

Students engage in daily prayer and participate in the liturgy and other religious experiences. The students are helped to examine attitudes and values in order to develop behavior consistent with the faith they profess. Students learn about human needs, justice, mercy, and peace. They are given opportunities to respond to the needs of others by working together on numerous service projects. Personal, family, local, and global concerns are addressed from a Christian perspective. Students are expected to respond to one another with love and a sense of justice.

Religious education encompasses more than class time and required assignments. It is a responsibility shared by the parish, the parents, and the school. Regular church attendance, prayer, attitudes of respect, and proper moral values begin, and continue to be nurtured, in the family. Parents and students are required to attend scheduled meetings outside of school time in preparation for the sacraments of Penance, Eucharist, and Confirmation. The opportunities of Thursday and Holy Day liturgies and prayer services enrich the family obligation to pray, to celebrate Sunday liturgy, and to receive the Sacraments. Parents are urged to consider these matters carefully when reflecting on their choice of Catholic education.

Academic Program: The curriculum of Holy Family Catholic School is in compliance with the recommended requirements set by the Office of Catholic Schools and Centers of the Diocese of St. Petersburg and the standards for Accreditation of Early Childhood and Elementary Schools by the Florida Catholic Conference. Support materials, including textbooks, resources, and software are periodically updated and reviewed. The following subjects are included in the school curriculum:

RELIGION Catholic doctrine, Scripture, Family Life Education.	MATHEMATICS Including pre-algebra and algebra for students in grades 7 and 8 who qualify.	LANGUAGE ARTS Reading, writing, speaking, listening, viewing.
SOCIAL STUDIES	SCIENCE	MUSIC
ART	SPANISH	PHYSICAL EDUCATION
COMPUTER / TECHNOLOGY SKILLS	LIBRARY SKILLS	ENRICHMENT PROGRAM (qualifying students)

Communications: The School website has an on going events calendar as well as a monthly newsletter. Home and School Association holds at least three meetings throughout the year. Parents are always aware of their child’s progress through the online grade book, probationary reports, classroom communications, e mails, referrals, and conferences.

Self Discipline and Student Conduct: Holy Family Catholic School strives to teach and foster self-discipline for the well being of both the student and the school community and for the creation of a Christian atmosphere for learning. The collaboration of all - parents, teachers, and students, is necessary to achieve success in this most important area of growth and development.

In guiding the child’s growth in habits of virtue and Christian attitudes, it is helpful to emphasize the positive rather than the negative. Children need to understand that when they choose one behavior over another, they must take upon themselves the consequences of that chosen behavior.

To create and foster a positive learning atmosphere, all Holy Family students are expected to demonstrate increasing maturity as they develop in three important areas: *Respect, Spirituality, and Responsibility*.

School Information - CONTINUED

Uniforms / Dress Code: Although the school enforces a dress code, it is primarily the responsibility of each student and his/her parents to see that the regulation uniform is worn. *It is expected that a student’s appearance and personal hygiene will not be a distraction to others, nor interfere with learning.*

Regulation uniform clothing is purchased through Risse Uniform, Inc. Shirts, sweatshirts and light weight jackets with the Holy Family Catholic School logo as well as PE shorts and shirts are purchased through the school office.

School Advisory Commission: The Commission consists of parents and parish members selected by the School Advisory Commission, or elected by the parent community. The chairperson of the Home and School Association, the pastor, and the administrator are also members of the Commission. The purpose of the School Advisory Commission is to recommend policy for the operation of Holy Family Catholic School in order to provide a strong Catholic education program. The monthly meetings of the Commission are open to parents and guardians.

Home and School Association: All parents and guardians are members of the Home and School Association. The Home and School Association is a communication vehicle between the school and the home, which organizes service activities (volunteer fundraising) and provides parent education. The Association endeavors to foster collaboration between parents and teachers to provide a sharing of ideas and ideals, and to promote mutual support and assistance. The Association meets at least three times each year.

Active Beyond Commitment (ABC) Service Program: Holy Family Catholic School is committed to providing the highest quality education possible. To meet this commitment, we require participation from all families of enrolled students in every aspect of school, including fundraising and general service hours. Each family is required to complete a minimum of 20 service hours each school year (4 of those hours need to be served helping with the Annual Auction) (June – April), unless a letter is received by the School Administrator from a single parent family requesting a reduction to 10 hours for that family. Hours not served are billed at \$25 per hour, and must be paid by May 10th, each year. Service hours and support of the school’s major fundraisers help to control rising tuition rates. The School Advisory Commission members, as well as the Home and School Executive Board members, believe that if a positive approach is taken in regards to these activities, it not only helps the school financially, but it can be a source of community building. There is always a way you can assist with fundraising activities, regardless of your personal circumstances.

Extended School Day Program: An extended school day program is available to all students enrolled in Holy Family Catholic School. Operating hours are from dismissal to 6:00pm on days that school is in session. Information regarding this program can be obtained through the school office or through the Extended School Day Program.

Families moving into the parish may submit a letter from their prior parish stating they were active in and supporting their prior parish. These families must register and fill in a pledge card at Holy Family before the end of their first trimester to continue to receive the parish rate. Families who do not have such a letter from their prior pastor will be charged the “other” rate of tution until one full trimester after they have registered in the parish. If at the time the family has met the requirements for a Parishioner Tuition Rate Card, their tuition will be changed to the parish rate.

Visit us on the World Wide Web!

www.holyfamily-school.com