

December 1, 2009

Dear Parents,

Thank you for your interest in St. Vincent de Paul Elementary School.

St. Vincent de Paul Elementary School, accredited by the Western Association of Schools and Colleges and by the Western Catholic Educational Association, is a Catholic school committed to offering the highest quality education in a Christian environment. For Catholic families, we are committed to fulfilling your expectations for your child's religious formation in the Catholic faith. For those not of the Catholic faith, we are confident that the Christian dimension of educating the whole child is a major consideration in your seeking out St. Vincent de Paul Elementary School.

You will find that we hold high expectations for our students and their behavior, both in the classroom and on the playground. We want them to feel confident and secure under our guidelines which are based on mutual respect and consideration for others.

You will find parents who are actively involved in St. Vincent de Paul Elementary School sharing with us their time and talent to ensure a quality program both within the school and in the community. Our parents make the effort to help new families quickly and easily feel a part of the school community.

With the advantage of an extremely strong faculty, a varied curriculum, and supportive parents, St. Vincent de Paul Elementary School is able to offer an educational experience that has become increasingly difficult to find: a top-level academic program integrated with Catholic values. This combination offers your child a multi-dimensional education.

Your choice of the right school for your child is an important one. We look forward to meeting you.

God bless you and your family.

Sincerely,

Susan B. Roffmann  
Principal

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## MISSION STATEMENT

As a Catholic elementary school, our mission is to provide an education within a faith-filled community in which all students develop skills as caring and compassionate Christians, critical and creative thinkers, responsible citizens, and lifelong learners.

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## PHILOSOPHY

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Students enter St. Vincent de Paul Elementary School as unique children of God with individual talents and backgrounds. In partnership with parents, as the primary educators of their children, the faculty and staff are committed to guiding students in reaching their full academic potential through a Catholic curriculum emphasizing spiritual, intellectual, physical, creative, and social development. Through this student-centered learning we encourage students to develop a positive self-image and strengthen their Christian values within the Catholic community.

### Curriculum

Religion  
Reading/Literature  
English  
Spelling  
Handwriting  
Mathematics  
Advanced Mathematics  
Social Studies  
Science/Science Laboratory  
Art  
Music  
Physical Education  
Library  
Learning Center  
Computer  
Jr. High Electives:  
    Art Enrichment  
    Book Club  
    Computer Technology  
    World Cultures and Current Events

### Extra-Curricular Programs & Activities

National Junior High Honor Society  
Fieldtrips  
Art and Essay Contests  
Junior High Speech and Debate Team  
Junior High Drama Club  
Eighth Grade Retreat  
4<sup>th</sup> through 8<sup>th</sup> Grade Band  
PEAK Pal Program  
    (People Engaged In Acts of Kindness)  
5<sup>th</sup> and 6<sup>th</sup> Grade Marathon Club  
Westside Relays  
Community Programs  
Science Fair  
Delta V Math and Rocket Club

# Tuition and Fee Rates 2009-2010

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**PLEASE NOTE** - - - These rates are the 2009-2010 school year rates. There will be a tuition increase for the 2010-2011 school year. These rates will be available in March, 2010.

**2009-2010 Tuition and Fees:**

- Student Fees: \$325.00 per pupil
- Yearly Building Assessment: \$375.00 per family
- The “**SCRIP OPTION**” PROGRAM is a program designed to give each family the choice of either generating \$250.00 in SCRIP revenue a year or making a donation of \$300.00 to the school.
- Service hour requirement: two-parent families – 30 hours a year  
single parent families – 20 hours a year

**TUITION PLAN EXAMPLE for 2009-2010**

**TUITON PLAN A FOR  
ACTIVE REGISTERED  
CATHOLIC PARISHIONERS:**

1 Child	\$ 4,810.00
2 Children	\$ 9,389.00
3 Children	\$12,988.00
4 Children	\$16,355.00

**TUTION PLAN B FOR  
NON-REGISTERED  
FAMILIES:**

1 Child	\$ 6,310.00
2 Children	\$10,880.00
3 Children	\$14,488.00
4 Children	\$17,855.00

**Requirements for “Active Registered Parishioner” tuition:**

1. Registered with Catholic parishes to include the use of envelopes
2. Parish support on a consistent basis (measured by 26 weeks of envelope use at mass per year.  
Note: we track the frequency, not the amount of the contributions). Tracking will be done on a yearly basis, beginning 1/1/10-12/31/10 requiring 26 weeks of envelope use per year.

## St. Vincent de Paul Elementary School

### Conditions and Criteria for Admission

Students and their families must be committed to the value and purpose of Catholic education. All students are expected to participate in religious exercises which are part of the Catholic tradition of prayer and liturgy.

St. Vincent de Paul Elementary School admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. St. Vincent de Paul Elementary School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic, or other school administrated programs. Consideration will be given to children of St. Vincent employees.

Students are accepted into St. Vincent de Paul Elementary School in the following order:

- A. Brothers and sisters of children already in St. Vincent de Paul Elementary School.
- B. Children of active families registered in St. Vincent de Paul Parish.
- C. Children of active families registered in St. James Parish.

The following are the criteria used to determine what is meant by an "active parishioner" at St. Vincent de Paul Parish and St. James Parish.

1. They attend Saturday/Sunday Mass on a consistent basis.
2. They are involved in at least one other parish activity on a regular basis. These parish activities include:
  - a. regularly contributing to the financial support of the parish by means of the Sunday envelope system.
  - b. Regularly participating in parish ministries, i.e. Lectors, Eucharistic Ministers, CCD teachers, choir, RCIA, Marriage Preparation Program, ministry to the sick and shut-ins, Children's Liturgy of the Word, Music Ministry, etc.
  - c. Regularly participating in parish programs, i.e. small Christian communities, adult formation and education, Advent, Lent, etc.
  - d. Belonging to and involved with

Organizations sponsored by or endorsed by the parish, i.e. YMI, YLI, Catholic Ladies Aid Society, St. Vincent's Auxiliary, Knights of Columbus, Cursillo, Italian Catholic Federation, St. Vincent de Paul Society, etc.

- D. Catholic families in other parishes
- E. Non-Catholics

An assessment test is given to all applicants in all grades who are chosen by the above priorities. Before the principal makes the final decision, the principal and teachers consider the results of this test. Because of the class size and the work required, we must be sure that a child entering our school will not become frustrated or overwhelmed and become unable to achieve academically and/or socially. Kindergarten students must be 5 years of age before December 2<sup>nd</sup>.

Many times we do not know until late August or the first of September about openings that might occur. **If, after filling out an application, you have not heard from us by the first week in September, you can assume no openings exist. You will be contacted by us only if there is an opening.**

Before a child is accepted, a personal interview with the parents or guardians will be scheduled with the principal.

If your child is not accepted this year, he/she will be put on our waiting list and his/her application will remain on file.

Any requirements for special needs to assist the student's learning will be discussed and reviewed to determine whether St. Vincent de Paul Elementary School has the facilities and expertise to provide the needed special assistance.

Our school is not government funded; therefore, we must charge tuition and fees. Both the tuition and fees are an obligation you, as parents, take on when your child/children are accepted into the school. We also require parents to support other fund-raising activities either directly promoted by the elementary school or by the Parents and Friends Organization (PFO), our parent fund-raising group. Tuition can be paid in full at the beginning of the year; monthly, from August to May; or at specific intervals during the school year by arrangement with the school administration.

Every parent is automatically a member of PFO. This group holds several fund-raisers during the year to help with the financial support of the school. It is due to this group and parish support, that our school is able to exist at the tuition that we charge. Therefore, we expect each new family to participate in this organization.

The rules and regulations of the school are basically set down in the St. Vincent de Paul Elementary School Parent/Student Handbook. By being accepted into St. Vincent de Paul Elementary School, you and your child/children have accepted both the course of study, the philosophy of the school, and the rules and regulations that govern the school.

### **Accreditation**

St. Vincent de Paul Elementary School is accredited by the Western Association of Schools and Colleges and by the Western Catholic Educational Association. Our school is accredited through June 30, 2014.

### **Religion**

St. Vincent de Paul Elementary School teaches the beliefs and traditions of the Catholic faith. Catholic values are modeled and encouraged so that students learn to exhibit them in their own lives. Prayer is an integral part of this experience, and all students help plan and participate in our various liturgical prayer services. If your child is accepted to St. Vincent de Paul Elementary School, he/she will be taking a course of study which includes religion that is approved by the Diocese of Santa Rosa.

### **Uniforms**

St. Vincent de Paul Elementary School students enjoy a comfortable, neat looking uniform. Both parents and students agree that the benefits of wearing our school uniform are many. Uniform dress erases any distinction of economic differences among students. The leveling effect of uniforms allows students to put their energy into more relevant issues and helps promote age-appropriate behavior or attitudes.

### **School Day**

The school day begins at 8:15a.m. Kindergarten is dismissed at 2:30p.m. and grades one through eight are dismissed at 3:00p.m.

## **Application Procedures**

1. All completed applications must be returned in person.
2. Complete the application for enrollment and return it with a copy of your child's **latest report card, birth certificate, Baptismal certificate, immunization record and current year standardized test scores.**
3. A non-refundable fee of \$30.00 per family will be charged when an application is returned.
4. School Office Hours:
  - Monday through Friday 8:30a.m. – 3:00p.m.
  - Lunch Hour: 12:20p.m. – 1:00p.m.  
**Office Closed**

## **PLEASE NOTE**

### **December**

- 4<sup>th</sup> Office closes at 11:00a.m.
- 15<sup>th</sup> Office closes at 12:30p.m.
- 18<sup>th</sup> – **January 1<sup>st</sup> SCHOOL CLOSED**  
For Christmas Vacation

### **January**

- 18<sup>th</sup> **SCHOOL CLOSED**
- 19<sup>th</sup> **SCHOOL CLOSED**

### **February**

- 5<sup>th</sup> Office closes at 11:00a.m.
- 12<sup>th</sup> **Deadline for applications 3:00p.m.**