

**ST. JOSEPH ELEMENTARY SCHOOL**  
**Financial Information and Obligations**  
**2018-2019 TUITION**

**Tuition is paid for 12 or 10 months starting in**  
**June 2018 ending in May 2019 OR**  
**starting in August 2018 ending in May 2019**  
**ALL TUITION MUST BE PAID THROUGH FACTS MANAGEMENT**

- All families MUST sign up with FACTS Tuition Management Company for 12 months (June – May) or 10 months from (August – May)
- Choose from 2 due dates – either 2<sup>nd</sup> or 16<sup>th</sup> of each month
- Checking or Savings accounts can be used as a form of automatic payment.
- Families may opt to make two payments per month THROUGH FACTS – on both the 2<sup>nd</sup> and the 16<sup>th</sup>. The twelve month schedule will therefore be 24 payments and the ten month schedule will be 20 payments. There is a fee of \$45 to set up FACTS.
- **Existing Families** - If there are no changes to your existing account, you will be automatically enrolled and will be notified by FACTS when your payments will start.
- **New Families to FACTS** – Turn in the FACTS application form together with a voided check to the school office immediately in order to start processing of your account indicating on the form the due date preferred. You may also go on to the FACTS website to sign up online with our School ID number of 27037.

\*If you refer a family to St. Joseph and they register and enroll their child/children at St. Joseph, the school will deduct \$200 from your overall yearly tuition.

**Registration Fee: \$250 PER CHILD by 5/31/18. Will increase to \$350 AFTER 6/1/18.**

	Yearly Tuition	12 months	10 months
One Student	\$3,900.00	\$325.00	\$390.00

**Additional Financial Obligations PER Family- MANDATORY**

Harvest Festival	\$50	Due 9/15/18
Breakfast with Santa	\$50	Due 12/1/18
Raffle #1	\$200	Due 12/7/18
Raffle #2	\$200	Due 4/1/19
Service Hours	10 hours per Trimester/ 30 hours per year *Except PFCS*	You will be charged \$20 per hour for any unworked service hours each Trimester
Fiesta Service Hours	5 hours per FAMILY	If not worked you will be billed \$125. Fiesta Hours ARE NOT part of your Mandatory Service Hours worked for the school.

*Catholic Schools – “Where Faith and Knowledge Meet”*

*Updated: January 2018*

**ST. JOSEPH ELEMENTARY SCHOOL  
ENROLLMENT AGREEMENT 2018-2019**

FAMILY NAME: \_\_\_\_\_

STUDENTS: \_\_\_\_\_ GR: \_\_\_\_\_ GR: \_\_\_\_\_

\_\_\_\_\_ GR: \_\_\_\_\_ GR: \_\_\_\_\_

For the enrollment of the above named student(s) for the 2018-2019 school year,  
I/We, the undersigned agree to the following terms:

**REGISTRATION FEE: \$250 PER child by 5/31/18. Will increase to \$350 AFTER 6/1/18.**

**I. FINANCIAL OBLIGATIONS \_\_\_\_\_ initials**

A. TUITION: \_\_\_\_\_ Per Month

B. TUITION IS DUE ON THE 2<sup>ND</sup> OR 16<sup>TH</sup> OF EACH MONTH THROUGH FACTS.  
**THIS IS MANDATORY FOR ALL FAMILIES!**

A \$41 FACTS fee will be added to the annual tuition fee.  
A LATE FEE OF \$25 will be charged per family for late tuition.  
All Tuition is billed for 12 months, from June 2018 to June 2019 OR 10 months, from August 2018 to May 2019.

C. ALL FAMILIES RECEIVING TUITION ASSISTANCE **MUST BE ENROLLED IN FACTS FOR THE ACADEMIC YEAR.**

**ANNUAL TUITION**

	Yearly Tuition	12 months	10 months
One student	\$3,900.00	\$325.00	\$390.00

D. **IF TUITION/FEES/FUNDRAISERS ARE DELINQUENT, YOU WILL BE ASKED TO KEEP YOUR CHILD AT HOME UNTIL ACCOUNT IS BROUGHT CURRENT.**

E. *Harvest Festival* - 5 Tickets/Family @ \$10/Dinner Ticket, Total Due: \$50 on 10/1/17. *Raffle tickets will be sold at event.*

**Raffle #1** Due: November 1, 2018 - \$200

**Breakfast with Santa** - 5 Tickets/Family @ \$10/Ticket, Total Due: \$50 on 12/1/18.

**Raffle #2** Due: April 1, 2019 - \$200

F. **DAY CARE: \_\_\_\_\_ initials**

**Paid monthly and must be kept current or you will not be able to use our Day Care Program**

G. MANDATORY SERVICE HOUR REQUIREMENTS – Per Family \_\_\_\_\_ initials

Each family is required to work or donate **10 HOURS PER TRIMESTER** for a total of **30 SERVICE HOURS** \*except PFCS\* for the school year. For each hour **NOT** served a fee of **\$20 per hour** will be charged to you at the end of each trimester. (August-October 31/ November – March 1/ March 1 – May 1) **I agree to pay for service hours that are not completed by the last day of each trimester, at the rate of \$20 per hour.**

Each family is required to work 5 HOURS TO THE PARISH FESTIVAL. For each hour **NOT** served a fee of **\$25.00 per hour** will be charged to you.

**THIS IS NOT PART OF YOUR MANDATORY HOURS TO THE SCHOOL.**  
**THIS IS COMPLETELY SEPARATE.**

II. POLICIES/OBLIGATIONS \_\_\_\_\_ initials

- A. As parents(s), I/We will support my child/ren's teacher(s) by directing my child/ren to follow the school Curriculum, dress code, school and classroom behavior codes, and all other school policies, rules and regulations found in the Parent/Student Handbook.
- B. I/We agree to provide the time and opportunity for my child/ren to complete all home study assignments.
- C. I/We agree to uphold the spiritual and moral curriculum includes values promulgated by St. Joseph Elementary School.
- D. I/We are aware that the school has a **Family, Life, Drug and Good Touch/Bad Touch Information Program.**
- E. I/We will attend **3 Mandatory Parent Meetings** during the school year 2018-2019..  
**There will be a \$50 fee for not attending MANDATORY PARENT MEETINGS.**
- F. I/We agree to attend the monthly Catechetical Family Sunday Mass for St. Joseph School.

I/We agree to fulfill my/our obligations to St. Joseph Elementary School as stated herein. I/we understand that if at the end of each trimester I/we have not kept the terms of this agreement, I/we understand that I/we could be asked to withdraw my child/ren from St. Joseph Elementary School. I/we agree that any and all payments to St. Joseph Elementary School are non-refundable.

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DIANE GEHNER  
PRINCIPAL

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATED:

\_\_\_\_\_  
DATED:

## **HISTORY OF ST. JOSEPH ELEMENTARY SCHOOL POMONA, CALIFORNIA**

St. Joseph Elementary School is one of the first three Catholic Elementary Schools in the Archdiocese of Los Angeles. It has served the spiritual and academic needs of the children for over 115 years. St. Joseph Elementary School celebrated its centennial in 1998.

The school started in 1898 when the Sisters of the Holy Name opened Holy Name Academy. The first parish school building was dedicated in 1926 and Holy Name Academy was renamed St. Joseph Elementary School. The Sisters of the Holy Name administered the school until 1948. In that year the school leadership was transferred to the Felician Franciscan Sisters. The Felician Franciscan Sisters directed the school until 1999 when the first lay person was selected as principal.

The original school building was located on Huntington Street in Pomona. In May of 1952, the school building was dismantled, cut in half, and transported to its new location on Holt Avenue. To this date, the original building is still used and houses the school office and six classrooms. Six additional classrooms were built adjacent to the original building; also, an annex building with four classrooms was constructed. In mid-September 1952, the school reopened with 12 classes in session. In 1953, the school had double grades and 16 classrooms, grades 1 – 8.

In 1969 the Los Angeles Archdiocese recommended that the school be reduced to eight grades. This was due to the fact there were many new parishes and schools opening in the Archdiocese. In 1988, a Kindergarten was opened for the first time.

The 1990-1991 school year marked the opening of a science/computer lab and a special music classroom. In 2013, the computer lab was upgraded with new computers and a new computer curriculum. Transitional Kindergarten opened in 2013.

Beginning in August 2018, St. Joseph Elementary School will offer Spanish/English Dual Language Immersion in TK and Kindergarten. We are the only Catholic School within 20 miles to offer this unique program. Spanish will be taught as a core course to first graders and up.

St. Joseph Elementary School continues to minister to the spiritual and academic needs of the children while always holding Jesus as the foundation of all that is done.

## **Vision Statement**

Jesus Christ is the foundation for our school community. His call to teach is our inspiration and his life, the model for our students. The faculty, the staff, and parents form a partnership to prepare our students to become full and active members of the Catholic Church. Our school provides a quality education that instills in our students a strong foundation in their faith and academics to meet future challenges.

## **Philosophy**

The Catholic education at St. Joseph Elementary School builds and develops the whole child spiritually, holistically, and intellectually.

Our education at St. Joseph Elementary School is student-centered. Parents have the primary role in the education of their children. Our teachers serve as guides using their professional knowledge and experiences. They exhibit solid Christian foundations as the basis for their own life, and draw strength and inspiration from the Gospel.

## **Mission Statement**

St. Joseph Elementary School, a Dual Language Immersion School in the Archdiocese of Los Angeles, is a safe and vibrant learning community that educates children to become bilingual and bi-literate, master core academic content and skills, and develop a lifelong love of learning. We promote a positive self-concept, encourage responsibility, creativity, and individuality, as well as good citizenship and service to others in order to develop a moral character based in the Roman Catholic tradition.

## **As Christian Educators, our goal is to aid in the development of the child and to:**

- A. Instill in students an understanding of their Catholic faith and an appreciation for it. This is accomplished by; regular and active attendance at Mass participation in the sacraments, a religious school environment, and opportunities for building faith.
- B. Provide each individual child with the opportunity to master the basic academic skills. Our challenging and rigorous curriculum promotes the development of higher-level thinking, and problem-solving skills.
- C. To develop a concern and an awareness for the needs of others. Each child is encouraged to grow in service. These acts of service should be accomplished in the spirit of sacrifice and giving of one's self. This will enable the students to recognize the value of their contributions.
- D. Nurture each student, so that each child may grow in uniqueness and maintain his or her self worth. Students are encouraged to live their Catholic faith. They are taught to respect that which is unique in peers; to accept differences of culture, to become valuable members of their family, the Catholic church and civic communities.

- E. Promote positive participation in physical activities and sports, and live a healthy lifestyle.
- F. Provide students with an opportunity to appreciate the diversity and beauty in God's world.

## GENERAL INFORMATION

St. Joseph Elementary School  
1200 W. Holt Avenue  
Pomona, CA. 91768  
(909) 622-3365/Phone (909) 524-4384/FAX

### SCHOOL OFFICE HOURS:

7:30 AM – 3:30 PM Monday – Thursday  
7:30 AM – 2:00 PM Friday

### SCHOOL DAILY SCHEDULE:

7:00-7:30 AM.....Before School Supervision Room 9  
7:30 AM.....Students may arrive at school (Supervision begins)  
7:45 AM.....Students are permitted into the classrooms  
7:55 AM.....First Bell – School Day Begins  
**8:00 AM.....Prayer and Announcements**  
**8:10 AM.....Classes begin**  
**10:00 AM.....Recess TK and Kindergarten**  
**10:30 AM.....Recess Gr. 1 - 5**  
**12:00-12:30 PM.....Lunch TK and Kindergarten**  
**12:30 – 1:00 PM.....Lunch Gr. 1-5**  
**2:55 PM.....Prayer**  
**3:00 PM.....Dismissal **\*\* (Every Friday 12:30 p.m. Dismissal)****

3:30 PM – Children who have no after school activities and are not picked up by parents or provided transportation will be placed into Day Care/After School Care at a \$10.00 /child or \$15 /two children. This includes siblings of students who DO have after school activities. Children will not be left unsupervised.

3:15 PM – After school activities begin. Individual moderators, teachers, and coaches notify parents of pick-up times. Moderators, teachers, and coaches are obligated to supervise students for a 15 minutes, children will be placed in Day Care at a \$10 fee if they are not picked up in the 15 minute grace period.

**WHEN THE SCHOOL HAS MINIMAL DAYS (12:30 DISMISSAL) STUDENTS NOT PICKED UP BY 1:00 PM WILL BE PLACED IN DAY CARE AT A \$10 FEE PER CHILD OR \$15 FOR TWO OR MORE CHILDREN.**

## DAY CARE/AFTER SCHOOL CARE INFORMATION

Parents may register their children for supervised care after school. Separate information packets are available at the School Office. Children who are not picked up after school by 3:30 PM and have no after school activities will be placed in Day Care and Parents will be charged each time.

### DAY CARE/AFTER SCHOOL CARE SPECIFIC INFORMATION

**TIME:** 3:00 PM – 6:00 PM  
12:30 PM – 6:00 PM on Fridays  
12:30 PM – 6:00 PM on minimal school days

**PLACE:** Room 16 of Outside Building

<b>Cost:</b>	\$150 per month per child \$175 for two children family \$200 for three children family *** \$10.00 fee for one child per drop-in or school administration referral *** \$15.00 fee for two or more children per drop-in or school administration referral *** \$15.00 fee for pick-ups after 6:00 PM for each 15 minutes of time or fraction thereof. <b>THIS FEE MUST BE PAID AT TIME OF PICK-UP.</b>
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**Payment:** Payments are to be made to the school office by the 19<sup>th</sup> of each month.  
The office will record the payment in the Day Care Account.

**Eligibility:** Students, Grades K-5, who are enrolled at St. Joseph Elementary School.

**Discipline:** The All-School Discipline Code is applied during Day Care.

**Health:** Parents are asked to have a back-up plan of child care if they child becomes ill. Children will not be kept in Day Care if they have a fever or need immediate medical attention. Parents will be notified if a child is ill and will be required to have the child picked up.

**NO PERSON UNDER 18 IS ALLOWED TO PICK UP A CHILD FROM DAY CARE. ONLY THE PARENT OR THOSE AUTHORIZED BY THE PARENT ON THE EMERGENCY CARD MAY PICK UP THE CHILDREN. THE DAY CARE DIRECTOR CAN MAKE NO EXCEPTIONS.**

Parents must notify the Day Care Director in writing if their child is allowed to leave Day Care for any type of after school activity. This note must specify what the activity is, the dates and duration of the activity. If the child is carpooling to a sporting event, the student must have a note releasing the student to the carpool driver.

#### SIGNING IN AND OUT

The Supervisor signs in students and then takes attendance. Registered students participating in after school activities must first report to and sign in at Day Care.

#### PHONE NUMBERS

**DAY CARE** (909) 973-5736  
**SCHOOL** (909) 622-3365



St. Joseph Elementary School  
1200 West Holt Avenue  
Pomona, California 91768  
909-622-3365

**Registration for NEW Students 2018-2019**

**Please complete one for each child entering St. Joseph Elementary School for the first time.**

Grade Entering \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_  
Last Name First Name

Student Address \_\_\_\_\_  
Street City Zip Code Phone No.

Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_

Name/Address of School Last Attended: \_\_\_\_\_

Father's/Guardian Name \_\_\_\_\_  
Last First Middle

Father's/Guardian Address \_\_\_\_\_  
Street City State Zip Code

Birthplace \_\_\_\_\_ Religion \_\_\_\_\_ EMail: \_\_\_\_\_

Occupation \_\_\_\_\_ Business/Cell No. \_\_\_\_\_

Mother's/Guardian Name \_\_\_\_\_  
Last First Maiden

Mother's/Guardian Address \_\_\_\_\_  
Street City State Zip Code

Birth Place \_\_\_\_\_ Religion \_\_\_\_\_ E-Mail: \_\_\_\_\_

Occupation \_\_\_\_\_ Business/Cell No. \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_

Name of **PARISH** where family is registered \_\_\_\_\_

Name of Pastor of Church where family is registered \_\_\_\_\_

PLEASE STATE ANY TALENTS YOU HAVE, THAT MIGHT BENEFIT OUR SCHOOL: \_\_\_\_\_

**All documents, processing and testing fees must be presented with the registration application.  
Birth Certificate, Baptism, Up-to-Date Immunizations, Communion and  
copy of current report card**